2020

ONE-STOP MANUAL

DURHAM COUNTY BOARD OF ELECTIONS

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CHAPTER 1
OVERVIEW

BOE EARLY VOTING CONTACT: 919-560-0700

IMPORTANT CONTACTS

STAFF LISTING FOR EARLY VOTING STAFF

Derek Bowens, Director of Elections
Brenda Baker, Deputy Director of Elections

TRAINING AND COMPLIANCE: call regarding training, procedures and public outreach

Casey Horvitz, Training and Compliance Manager | 984-297-2500

Erin Lewandowski, Training and Compliance Specialist | 984-209-9009

Kaylyn Williams, Elections Specialist | 919-819-0379

LOGISTICS AND SYSTEMS: call regarding supplies or equipment needs

David Beuttel, Logistics Manager | 919-998-8827

Rebecca Troedsson, Elections Specialist | 984-209-9822

VOTER REGISTRATION: call regarding voter records or help desk questions

Daniel Lassiter, Elections Manager | 984-209-3014

Deborah Hart, Senior Elections Administrator | 984-209-3250

Amy Trice, Elections Specialist | 919-998-9277

IMPORTANT SITE CONTACTS

General Line (Press 7 after dialing) | 919-560-0700

Emergencies | 911

EMERGENCY PROCEDURE OVERVIEW

<u>If there is a medical or life-threatening emergency incident in the polling place, call 911 immediately.</u> First, get yourself to safety and ensure the safety of all One-Stop Officials. Alert the Board of Elections after you have called 911. The Board of Elections has provided a chapter on general emergency procedures at the end of this manual. In the event of any non-medical emergency (laptop, voting machine, etc. stops working) call the BOE as listed above.

Specific materials regarding on-site implementation of emergency initiated alternative voting procedures, will be provided in the admin box provided to each Site Coordinator.

2020 GENERAL ONE-STOP SCHEDULE

ONE-STOP SCHEDULE

Thursday, October 15th through Saturday, October 31st

HOURS OF OPERATION

Weekdays (Monday through Friday): 8:00 a.m. to 7:30 p.m.

First Two Saturdays (17th and 24th) 8:00 a.m. to 7:30 p.m.

Final Saturday (31st) 8:00 a.m. to 3:00 p.m.

Sundays (18th and 25th) 2:00 p.m. to 7:30 p.m.

ONE-STOP SITES AND STAFF PARKING INFORMATION

CRIMINAL JUSTICE RESOURCE CENTER: 326 E Main Street, Durham, NC 27701

Exterior of Voting Site

CJRC BUILDING PARKING

OVERFLOW PARKING:

DURHAM COUNTY HEALTH AND HUMAN SERVICES BUILDING

414 E MAIN STREET, DURHAM
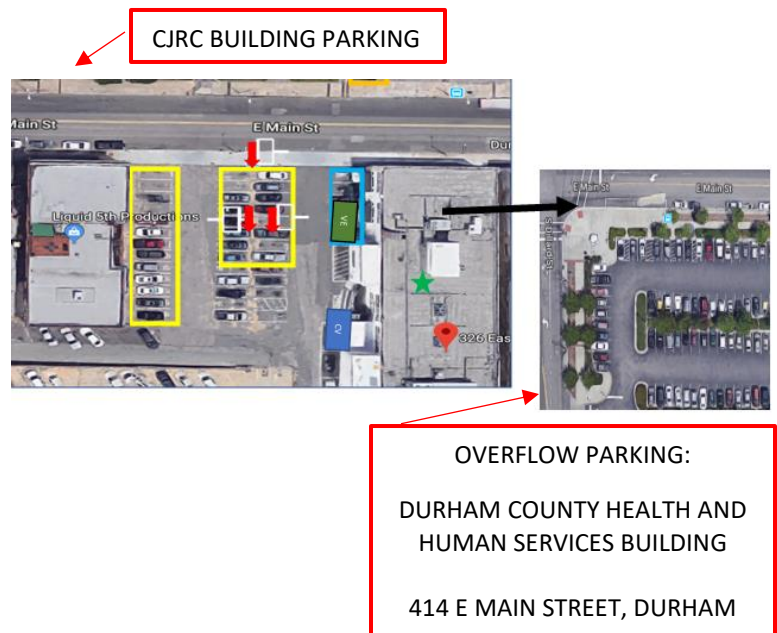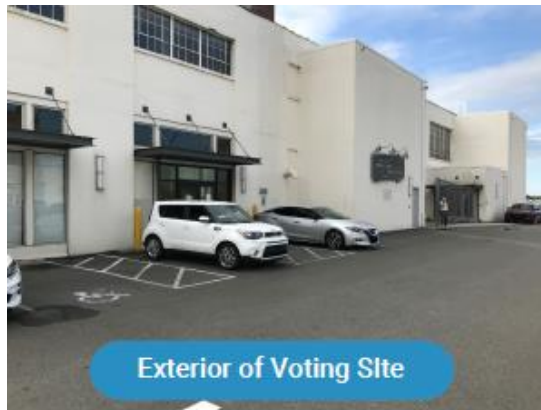
SOUTH REGIONAL LIBRARY: 4505 S Alston Ave., Durham, NC 27713

Exterior of Voting SIte
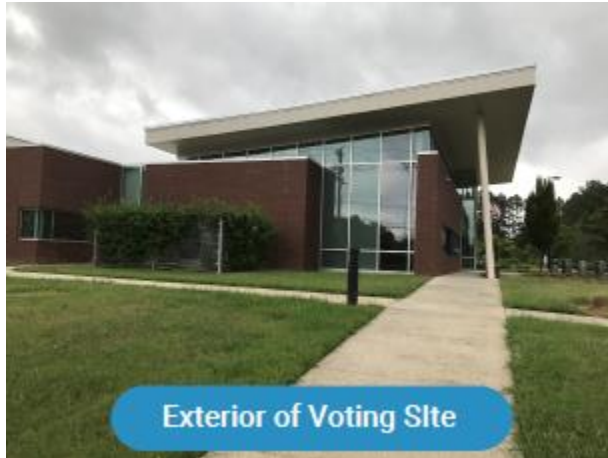
NCCU TURNER LAW BUILDING: 640 Nelson St., Durham, NC 27707

Exterior of Voting SIte
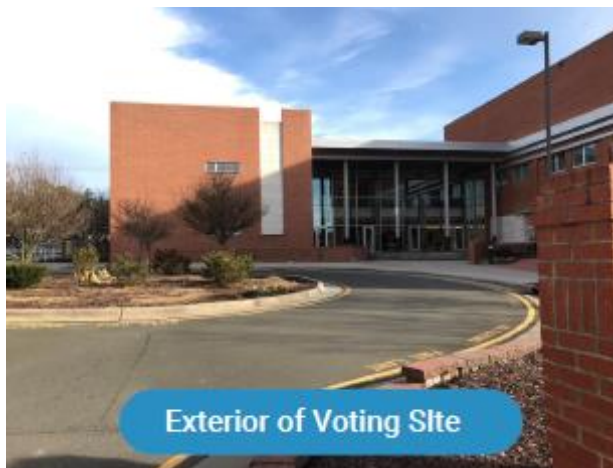
NORTH REGIONAL LIBRARY: 221 Milton Rd., Durham, NC 27712

Exterior of Voting Site

PARKING

North Regional Library

221 Milton Road

EAST REGIONAL LIBRARY: 211 Lick Creek Lane, Durham, NC 27703

Exterior of Voting Site

PARKING
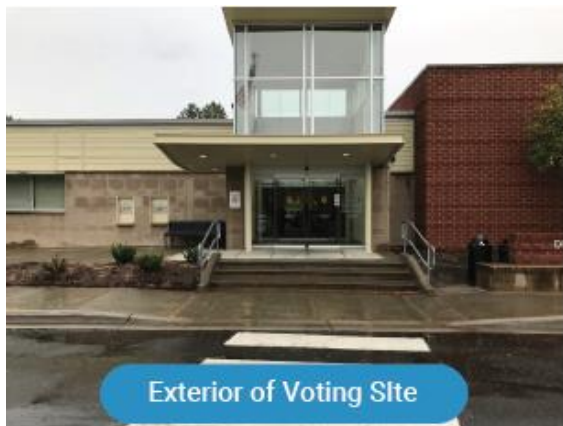
DUKE UNIVERSITY KARSH ALUMNI CENTER:

2080 Duke University Road, Durham, NC 27708

Exterior of Voting SIte
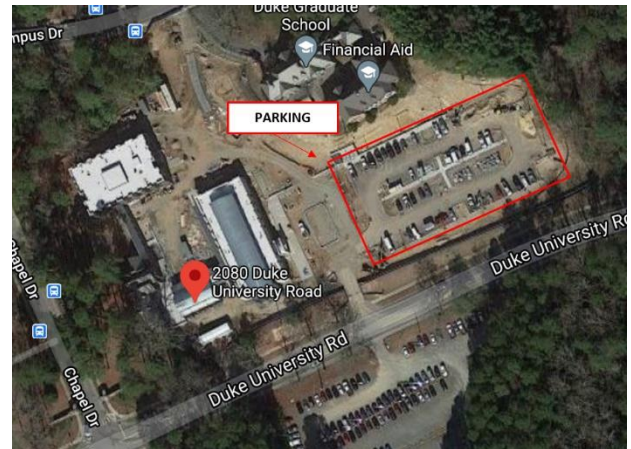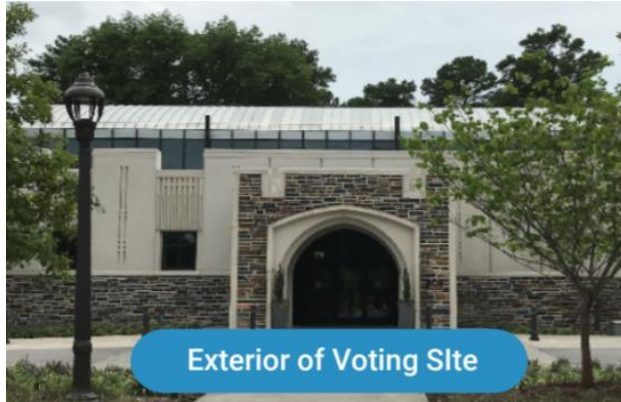
ENO RIVER UNITARIAN UNIVERSALIST FELLOWSHIP:

4907 Garrett Rd., Durham, NC 27707

Exterior of Voting SIte
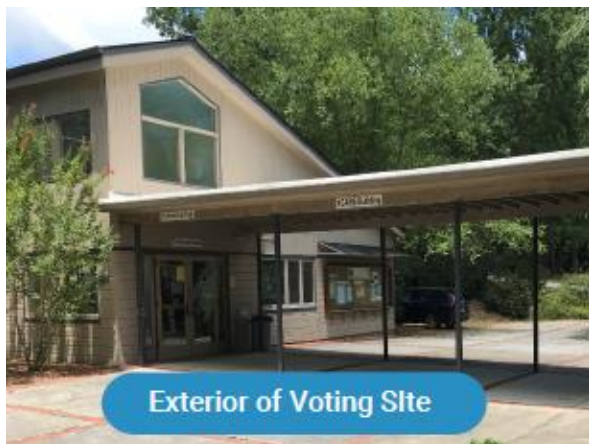
DURHAM COUNTY MAIN LIBRARY: 300 N Roxboro St, Durham, NC 27701

Exterior of Voting Site

PARKING
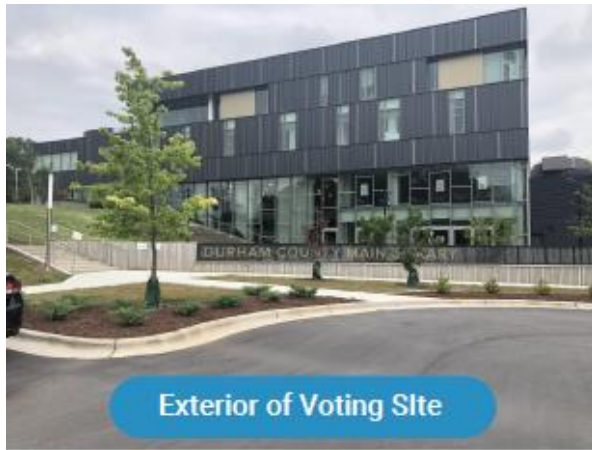
SOUTHERN HIGH SCHOOL: 800 Clayton Rd., Durham, NC 27703

Exterior of Voting Site

PARKING
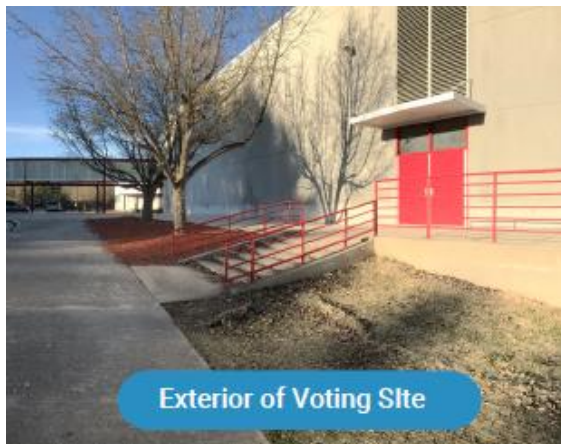
HOPE VALLEY BAPTIST CHURCH: 6900 Garrett Rd., Durham, NC 27707

Exterior of Voting SIte

PARKING
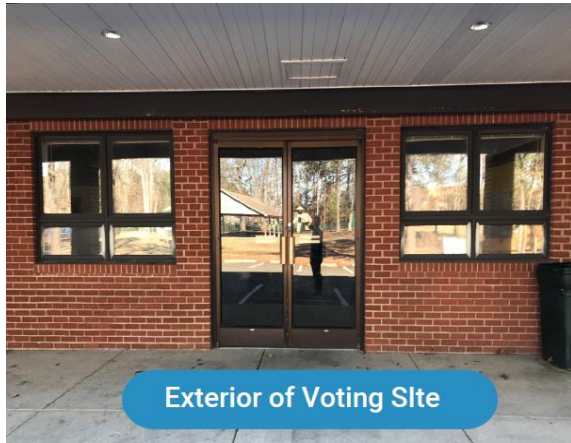
DURHAM TECH MAIN CAMPUS: 1616 Cooper St, Durham, NC 27707

Exterior of Voting SIte

PARKING
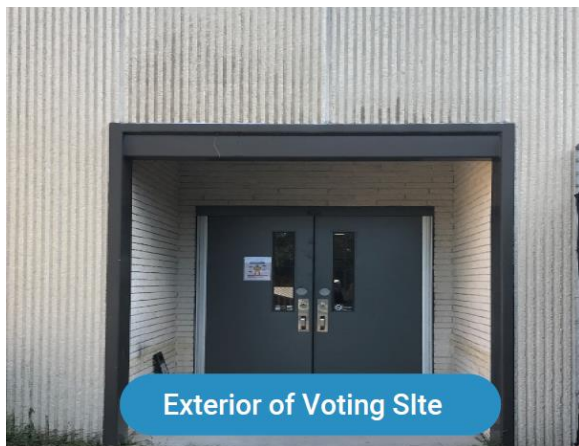
THE RIVER CHURCH: 4900 Prospectus Dr, Durham, NC 27713

Exterior of Voting SIte

PARKING

GREATER EMMANUEL TEMPLE OF GRACE: 2722 E Main Street, Durham, NC 27703

Exterior of Voting SIte

PARKING

MT. SYLVAN UNITED METHODIST CHURCH:

5731 N Roxboro Rd, Durham, NC 27712

Exterior of Voting Site

SITE ORGANIZATION CHART AND PAY

Each site will be assigned Site Coordinators and a designated number of One-Stop Officials based on previous/expected voter turnout. Site Coordinators will assign Assistant Site Coordinators and Cleanliness Coordinators at the start of each shift.

SITE COORDINATOR

ASSISTANT SITE COORDINATOR	ASSISTANT SITE COORDINATOR

ONE-STOP OFFICIAL	ONE-STOP OFFICIAL	ONE-STOP OFFICIAL	ONE-STOP OFFICIAL

COMPENSATION CHART

POSTION	ELECTION DAY PAY	TRAININGS AND MEETINGS
SITE COORDINATOR	$15.00 PER HOUR	$15.00 PER HOUR
ASSISTANT SITE COOR.	$15.00 PER HOUR	$15.00 PER HOUR
ONE-STOP OFFICIAL	$15.00 PER HOUR	$15.00 PER HOUR

NOTE: Hazard pay will be provided to Cleanliness Coordinators.

Compensation for One Stop will be received on a bi-weekly basis. This is separate from Election Day work. It is important to sign the class roster at each shift to receive payment. Annual income over $600 will be reported and additional questions regarding your W-2 can be obtained by the Durham County Payroll Office at 919-560-0040.

ONE-STOP OFFICIAL VOTING REMINDERS

Some officials will not be assigned to their home precinct for Election Day. All one-stop officials are encouraged to vote by mail or in-person during the early voting period. For more information on these voting options, visit the Board of Elections website at www.dcovotes.com. Understanding your voting options and proper planning will prevent an additional provisional ballot at your polling place.

WHAT'S NEW

The following items are key changes or things that are new for One-Stop for the General Election on November 3, 2020.

COVID-19 PREPARATIONS

As the situation with COVID-19 continues to progress, the Board of Elections is making continuous enhancements to do its part in minimizing the spread of the virus. During the 2020 General Election, sites will be equipped with Personal Protective Equipment such as: face masks, face shields, gloves, gowns for certain positions, table barriers, cleaning supplies, hand sanitizer, single use pens, plastic wipeable clipboards, single use file folders for curbside, social distancing markers, temperature checks, and more as determined by the Center for Disease Control (CDC) and NC State Board of Elections guidelines.

COVID-19 is known to spread mainly by coughing and sneezing, along with talking and breathing within close proximity to someone. The best prevention measures for COVID-19 come from basic understanding of the virus to ensure personal and community prevention measures are followed.

CLEANLINESS COORDINATOR

Each One-Stop site will have two cleanliness coordinators assigned by the Site Coordinator during each shift to assist with sanitizing high contact surface areas throughout the day.

SITE COORDINATOR LAPTOP

Site Coordinators will have a laptop that is issued for specific use by this position. The laptop will have access to electronic incident reports as well as other key resources.

TIME SHEETS

Time sheets must now be completed on a daily basis to account for symptom checking by site workers and the site coordinator, along with designating the Cleanliness Coordinators for each shift.

ELECTRONIC INCIDENT REPORTS

Site Coordinators can now submit electronic incident reports directly to the Board of Elections using the Microsoft Form located on the Site Coordinator laptop.

NEW 'I VOTED' STICKER

Durham County will have a new 'I Voted' sticker design for this election. Stickers will come in perforated rolls and should be separated by an assistant for voters to take from the exit table.

MOST IMPORTANT ELECTION RULES

Although there are many rules and statutes that govern North Carolina election law, below are the top 8 rules for One-Stop Officials to remember.

1. COMPLY WITH OATH

Each One-Stop Official is required to take an oath of office prior to serving in a polling place following appointment. The oath, in accordance with N.C. Gen. Stat. 163-41, is as follows:

"I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution of said State not inconsistent with the Constitution of the United States; that I will administer the duties of my office as a One-Stop Official at _____ site, _____ County, without fear or favor; that I will not in any manner request or seek to persuade or induce any voter to vote for or against any particular candidate or proposition; and that I will not keep or make any memorandum of anything occurring within a voting booth, unless I am called upon to testify in a judicial proceeding for a violation of the election laws of this State; so help me, God."

Becoming a One-Stop Official is a serious matter with large ramifications. Under no circumstance shall a One-Stop Official violate the prescribed oath or election laws of North Carolina. Violations of this oath or North Carolina election law, will be reported to the investigative team of the North Carolina State Board of Elections. Acts deemed misdemeanors and felonies related to elections can be found at the paths below.

Misdemeanors
https://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=163-274

Felonies
https://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=163-275

2. IF YOU SEE IT, REPORT IT

One-Stop Officials have an obligation to report any irregularities, related to the election, to supervisory authority. If you believe that you cannot report concerns to your direct supervisor, please notify the Board of Elections immediately.

3. BE SERVICE ORIENTED

Remember, you are at the site to serve the voters of Durham County! Come to the polling place with a good attitude and with a service-oriented mindset. If you encounter difficult voters and need assistance in responding, please be sure to notify the Site Coordinator and/or Assistant Site Coordinator.

4. VOTER RIGHTS

Below is an explanation of some of the core rights of voters:

Assistance
Any voter is eligible to receive assistance from a near relative. Any voter that has a disability is eligible to receive assistance from any individual of their choosing, except for the voter's employer or officer/agent of the voter's labor union. This includes One-Stop Officials. ALL requests for assistance from a voter must be approved by a One-Stop Official. If a request comes your way, you are authorized to grant the request for assistance (Any One-Stop Official can do this). Examples of assistance are as follows:

- Voter cannot speak and needs an interpreter during the check-in/balloting process
- Voters needs assistance with marking their ballot

Privacy
Each voter has the right to cast his/her ballot in privacy. Ensure that no One-Stop Official or other individual in the site infringes upon this right. Voters are protected by statute from electioneers while inside 50 ft. of the entrance door to the site. All voters voting curbside are protected by state memorandum from electioneers. Appointed observers do have the right to be present, but not the right to intrude in the voting process. Under state law, date of birth, SSN4 and driver's license number, are considered confidential and must not be shared.

Casting a ballot
It is the right of every qualified voter to cast a ballot in an election. While every voter will not be able to vote traditionally (regular check-in process or curbside), the provisional voting method must be offered to all qualified voters.

5. ASK, ASK, ASK!

If you do not know, ask! It is better to notify your supervisor when you do not fully understand something as opposed to performing a task improperly and dealing with the repercussion(s) later. Never be ashamed to ask as there is a lot of information you are expected to remember! Voters have high standards.

6. POLITICAL ACTIVITY

One-Stop Officials are expected to maintain the highest standards of impartiality. Under no circumstances, shall One-Stop Officials advocate for or against a candidate, ballot item, referendum or elections related statute/policy during early voting. One-Stop Officials must also be mindful of political activity in general, prior to the start of early voting and once an oath is taken to become a One-Stop Official. This is especially important when it comes to social media. Be mindful of comments, likes, and/or shares that are politically motivated.

State Board of Elections Social Media Policy
https://s3.amazonaws.com/dl.ncsbe.gov/sboe/numbermemo/2014/SBE_Notice_SocialMedia_08_05_2014.pdfp

Statute Regarding Political Activity
https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/BySection/Chapter_163/GS_163-39.pdf

7. ELECTION SECURITY

The security of elections infrastructure is one of the most important duties of a precinct or election official. During One-Stop voting, please be sure of the following:

- Do not access the voting system without the permission of the Site Coordinator and Assistant Site Coordinators
- Do not handle voted or unvoted ballots without the permission of the Site Coordinator and Assistant Site Coordinators
- Never handle voted or unvoted ballots outside of the presence of a multi-partisan team
- Do not take possession of the voting system keys under any circumstances (This applies to Assistant Site Coordinators)
- Report any technology related issues to the Site Coordinator and Assistant Site Coordinators

8. NOTIFY, NOTIFY, NOTIFY!

If you are unable to work an assigned shift, please notify the Board of Elections immediately. The Board of Elections can be reached by email at pollworkers@dconc.gov.

COVID-19 SUPPLIES AND PROCEDURES FOR ONE-STOP AND ELECTION DAY

The Board of Elections is implementing equipment, supplies and procedures to keep voters and Pollworkers as safe as possible during the voting period. Please take these instructions seriously and reach out to the Board of Elections if you have questions or need more supplies at any point.

SITE WORKERS MUST NOT TURN A VOTER AWAY FOR LACK OF FACE COVERING. THE RIGHT TO VOTE TAKES PRECEDENCE.

GENERAL BEST PRACTICES FROM THE CDC:
Please keep these in mind during all meetings and through the voting period.

- Social distancing – maintain at least a 6-foot distance from other people as much as possible
- Frequently wash hands with soap and water for at least 20 seconds or use an alcohol-based (at least 60% alcohol) hand sanitizer
- Wear a face covering or mask
- Avoid touching eyes, nose, and mouth
- Clean and disinfect frequently touched objects and surfaces

COVID SUPPLIES:
Each site will be supplied with the following in order to protect site workers and voters:

- Table barriers – placed at check-in, ballot station, and help desk during supply delivery
- Face shields – for all site workers
- Face masks – for all site workers (can be provided to voters, observers and electioneers if requested)
- Gloves – for all site workers
- Protective gown for Cleanliness Coordinator(s) to wear
- Hand sanitizer and dispensers – for all site workers and voters
- Cleaning wipes for electronics (computers, printers, tabulator and AutoMARK)
- Alcohol-based cleaning solution to be used for contact surfaces
- Reusable cleaning towels to be used on hard surfaces – 20 per OS site per day
- Disposable cleaning wipes for surface cleaning
- Floor markers to mark line spaces 6 feet apart – for use indoors– some of these will be placed on the floor during supply delivery

- 6-foot wooden dowel for site workers to use to measure 6-foot distances for line markers
- Concrete tape to mark distanced line spaces outside
- Single-use pens for voters
- Additional interior signage around social distancing, mask wearing and safety precautions
- Additional exterior signs to encourage social distancing and mask wearing

WEARING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Every site worker is required to wear a face mask while working. If your role is not behind a table barrier you are required to also wear a face shield. Items may be removed while eating or taking a break as long as adequate distance from others is maintained. Avoid touching eyes, nose and mouth throughout the day.

PUTTING ON PPE

1. Clean hands by washing with soap for at least 20 seconds or by using hand sanitizer and letting it dry fully.
2. Put on face mask by only touching ear loops and making sure to cover both nose and mouth. You may need to twist ear loops for a tighter fit.
3. Put on face shield
4. Put on gloves which must cover your wrists.

TAKING OFF PPE

5. Take off gloves. Peel the glove away from your body, pulling it inside out. Hold the glove you just removed in your gloved hand. Peel off the second glove by putting your fingers inside the glove at the top of your wrist. Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.
6. Wash hands thoroughly with soap and water for at least 20 seconds or use hand sanitizer and let it dry fully.
7. Remove face shield using the head strap and without touching the front of the shield
8. Remove face mask using the ear loops and without touching the front
9. Wash hands again thoroughly with soap and water for at least 20 seconds or use hand sanitizer and let it dry fully.

CLEANLINESS COORDINATOR ROLE:

Each one-stop site will have two people designated as Cleanliness Coordinators. The Cleanliness Coordinators are responsible performing regular cleaning duties throughout the day.

As much as possible, cleaning should be done in clear view of voters so they can see it is being prioritized.

Voting booth surfaces should be cleaned after each voter.

Areas to be regularly cleaned throughout the day as time permits:
- Check-in, Ballot, and Help Desk Tables
- Doorknobs
- Automark after use
- Tabulator
- Restroom handles and surfaces

In an instance where a voter refuses to wear a mask or follow COVID-19 guidelines, all surfaces the voter encounters should be cleaned immediately.

CLEANING:

Each One-Stop site will be professionally cleaned prior to setup and each morning before voting begins or in the evening after a site closes.

Restrooms, water fountains, and break areas are not available for public use (voters, observers, electioneers) during the voting period.

VOTING ENCLOSURE LAYOUT

Prior to the start of voting, each One-Stop site's layout has been considered and redesigned to create as much space as possible between One-Stop officials, stations, and the movement of voters. Please do not rearrange equipment or tables at your one-stop site.
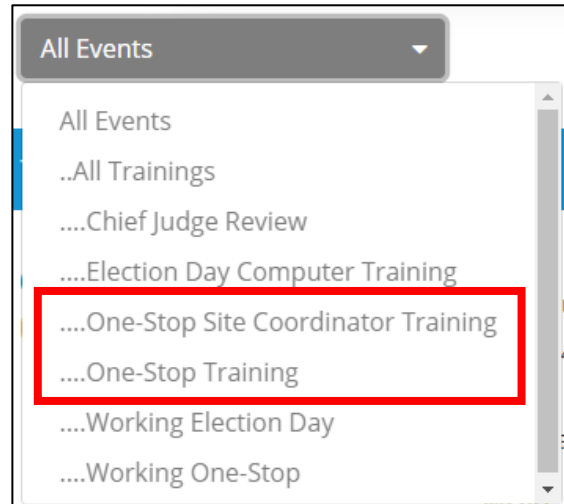
CHAPTER 2
PRE-SITE OPENING

PRIOR TO ONE STOP

WORK ASSIGNMENT AND TRAINING VERIFICATION

Volunteer Hub is the new precinct official management portal used to view your work assignment, register for in-person training classes, and submit your One-Stop shift availability.

Talent LMS is the new online training platform that will allow precinct officials to complete certain training requirements online. All One-Stop workers must complete certain Election Day training requirements through this new portal to be eligible to work One-Stop. Working Election Day is a requirement for working One-Stop.

Login regularly to verify this information to ensure all training class requirements are met.

ONE STOP ASSIGNMENT CONFIRMATIONS

At least 90 days prior to the start of One Stop, the Board of Elections will email with information about submitting shift availability through Volunteer Hub. To provide us with your availability, you will need to join the 'Waitlist' for each One-Stop shift that you are available to work.

You will receive confirmation emails from Volunteer Hub for shifts you have been assigned to and you can always check your schedule by logging into your Volunteer Hub account and selecting "My Schedule" at the top of the screen. Shifts are not final until they are approved by the BOE.

ONE-STOP SUPPLY DELIVERY AND EQUIPMENT VERIFICATION

Within 30 days prior to the start of One-Stop voting, the Board of Elections will provide the delivery and setup time. The Site Coordinator must attend supply delivery at the site.

Following setup, the Site Coordinator will confirm the following with the Board of Elections representative(s) present.

- DS200 Serial Number
- Automark Serial Number
- Laptop Serial Numbers

The Board of Elections representatives(s) and Site Coordinator will sign two copies of the 'Joint Election Equipment Verification' Form shown to the right. A copy will remain in the possession of the Board of Elections and a copy will be given to the Site Coordinator. Keys and ballots will also be transferred to the Site Coordinator under documented chain of custody. Compensation is provided for attending this meeting.

Important Reminder: Setup teams deliver equipment to sites on a strict schedule. To ensure that each site receives their supplies on time, interactions with the setup team must be limited to items that are necessary (i.e. verifications, signatures, etc.). Setup teams should not be disrupted during setup. The Board of Elections is available to answer any questions or concerns regarding setup at 919-560-0700.

Joint Election Equipment Verification

Polling Place W J BROGDEN MIDDLE SCHOOL
1001 LEON ST
DURHAM NC 27705

Voting Enclosure Auditorium

Delivery/Pick-Up

Delivery Date	Delivery Time	Pick-Up Date	Pick-Up Time
5/7/2018	9:25 AM	5/9/2018	9:50 AM

Voting System Verification

M100 Tabulator	M100 Serial Number	Verified	Automarks	Automark Serial Number	Verified
1	211832	☐	1	AMO206440535	☐

Laptop Verification

Precinct	Computer Type	Machine Number	Serial Number	Election Date	Purpose	Verified
01	ASUS	AS-002	035017	5/8/2018		☐
01	ASUS	AS-003	015019	5/8/2018		☐
01	ASUS	AS-004	021018	5/8/2018		☐
01	ASUS	AS-015	00201D	5/8/2018		☐

Confirming Official

Full Name	Party	Home Number	Alternate	Position	Verified By
ANNETTE BAILEY	DEMOCRATIC		919-602-1350	Chief Judge	☐
THOMAS KANAS	REPUBLICAN		919-471-5454	Judge	☐
CHARMEY MORGAN	DEMOCRATIC		919-475-8199	Judge	☐

Certification of Completion

The Chief Judge or designated official verified the delivery of all equipment, in the presence of a Board of Elections representative, and custody of all equipment has been transitioned to the Chief Judge or designated official.

BOE Representatives	Precinct Official Representatives

SUPPLY VERIFICATION

The Board of Elections will deliver all supplies and ballots to the One-Stop Site. Supplies will include the following:

- Black Rolling Tote
- Red Rolling Tote (for Site Coordinator Returns)
- Admin Box
- Signage (Mostly in Sign Bag)
- Ballots
- Ballot Reconciliation Form
- Facility Keys
- Machine Keys
- Site-Specific Materials to Accommodate Special Needs
- Site Coordinator Binder
- Timesheet Binder

Supplies and documentation can be found in the admin box and the black supply tote.

PRE-SITE OPENING MEETING

Site Coordinators are required to schedule a pre-opening meeting at the time of supply drop-off with One-Stop Officials who are **working the first day and shift of voting**. All site coordinators are required to attend this meeting. Workers who are scheduled on the first shift of the first day of One-Stop are strongly encouraged to attend. Compensation will be provided for attendance.

PRE-SITE OPENING CHECKLIST

The site will be set up for you including all tables and equipment. **DO NOT** move anything that has been set up unless approved by the Board of Elections.

The Pre-Opening Checklist, found in the Site Coordinator Binder, must be completed during this meeting. This form is located in the Site Coordinator Binder with the other Checklists. Once all of the steps are completed, the Site Coordinator and assigned Assistant Site Coordinators must sign off on the Pre-Opening Checklist.

ONE-STOP

PRE-OPENING CHECKLIST

ONE-STOP VOTING

Place a check mark next to each item as it is completed. The Site Coordinator and designated Assistant Site Coordinators must sign the bottom of the master checklist document upon completion.

SITE DELIVERY AND VERIFICATION

- **Site Coordinator:** Verify that the site has been setup with all laptops, printers, voting booths, along with tables for registration, ballots, and Help Desk unless otherwise noted. **Do not move anything that has been setup.**
- **Site Coordinator:** Confirm the number of ballots and ballot styles received matches the number on your Ballot Reconciliation Form in your Site Coordinator Binder.

If the numbers do not match, call the BOE immediately.

If everything matches, sign the 'Site Coordinator Verification and Receipt' section of the form.

Durham Board of Elections: **One-Stop** Pre-Opening Checklist | 1

ONE-STOP BALLOT RECONCILIATION FORM – PRE-SITE OPENING MEETING

The Site Coordinator will be responsible for this form found in the Site Coordinator binder.

1. Count the number of ballots.

2. Verify the ballot count and ensure it matches the total listed on the top of this form. If the ballot count does not match, contact the Board of Elections Logistics and Systems Division immediately.

3. The Site Coordinator must sign the Ballot Reconciliation Form to confirm the counts provided.

BALLOT DISCREPANCY FORM

Completed by the Site Coordinator on the **last day of One-Stop** to document any issues with reconciling totals that could not be resolved at the site.

Details including voter information, must be included with the explanation when available.

ONE STOP BALLOT SUPPLEMENTAL LOG

In the event that the Board of Elections is required to issue additional ballots to your site, you will need to log the total ballots issued by style on this form.

This process will be done in the presence of credentialed Board of Elections staff who will be delivering the supplemental ballots.

Initials from the Site Coordinator and BOE staff member are required at drop off.

ONE-STOP BALLOT SUPPLEMENTAL LOG

The form below will be used to log SUPPLEMENTAL BALLOTS issued by the Board of Elections. This form must be referenced to complete the Ballot Reconciliation Form on the final day of early voting.

Site Information

Site _____   Election Date _____

Date	Ballot Style	Amount Issued	Initials of BOE Staff	Initials of Site Coordinator

ARRIVAL AND SHIFT CHANGE

Arrival: All One-Stop Officials working the first shift are required to arrive at their respective One-Stop location an hour before voting begins.

Shift Change: Although there is a defined time for shift change, please wait until you are released by the Site Coordinator before exiting the site at the end of your shift. Ensure the following prior to leaving:

- Timesheet is completed, including COVID-19 symptom check sign-off and Cleanliness Coordinator designation if applicable
- Acknowledgement of exit from the Site Coordinator
- Bring your apron home with you to wash before your next shift

Please note that Site Coordinator may decrease staff levels if the site is not busy and prompted by the Board of Elections.

CHAPTER 3
FIRST DAY AND DAILY SITE OPENING

BOE EARLY VOTING CONTACT: 919-560-0700

OPENING THE SITE

Site Coordinators must contact the Board of Elections to confirm entry into the site. If entry is not immediately available, the Site Coordinator must contact the Board of Elections immediately at 919-560-0700. The Site Coordinator will also need to begin contacting the primary contact for the facility after notifying the Board of Elections.

OPENING CHECKLIST

The Opening Checklists must be completed before the polls open. These forms are located in the Site Coordinator Binder. There are specific opening instructions that need to be completed on the first day only and additional instructions that continue each morning on a daily basis.

You are provided an Opening Checklist for Day 1, and a Daily Opening Checklist for the remainder of the Early Voting period.

Once all of the steps are completed, the Site Coordinator and assigned Assistant Site Coordinators must sign off on the "Day 1 Only: Opening Checklist."

ONE-STOP DAY ONE
OPENING CHECKLIST
ONE-STOP VOTING

ONE-STOP DAILY
OPENING CHECKLIST
ONE-STOP VOTING

The Site Coordinator and designated Assistant Site Coordinators must complete the following tasks prior to opening the site each morning after the first day of One-Stop.
Reminder: The tabulator keys and site cell phone must stay with the Site Coordinator at all times.

COMPLETE IMMEDIATELY

☐ **Site Coordinator::** Call the programmed cell phone number for the BOE (919-560-0250) to confirm that you are inside of the site and all site workers are present.

☐ **Verify all officials have logged into their computers and are ready to process voters.** Ensure the Help Desk operator has the Student Address Verification Database open and available.

☐ Confirm that all printers are on and active by pressing the power button. Utilize the Opening and Equipment Sections of the One Stop Manual for printers.

☐ The Site Coordinator will need to appoint two officials as Assistant Site Coordinators. At least one official must be of the opposite political party.

Durham Board of Elections: One-Stop Daily Opening Checklist | 1

OPENING THE VOTING EQUIPMENT

The Site Coordinator must open the polls on the DS200 and print the zero results tape on the FIRST day of One Stop ONLY. For assistance with the below instructions, contact the Board of Elections immediately.

OPENING THE DS200 TABULATOR ON DAY 1 OF ONE STOP

1

Verify that the DS200 tabulator is locked.

2

If the DS200 is not plugged in, the Site Coordinator will first take the blue ballot box key and unlock the back of the machine.

3

Remove the power cord from the back of the tabulator and plug in the machine.

4 Verify that the tabulator is plugged in.

5 Prior to locking the back of the tabulator after removing the power cord, pull down and lock the steel bar into place in the white clasp.

6 The bar must be locked into place as shown to the left.

7 The Site Coordinator will use the blue ballot box key to unlock the front of the voting machine. Unlock and open both clasps to open the ballot box.

8 The Site Coordinator will also use the round tabulator key to unlock the inside of the machine to open the main screen.
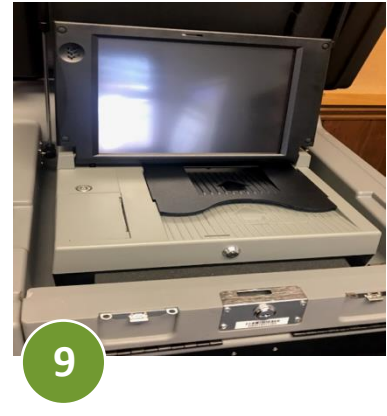
9 The main screen must remain open throughout the voting day. If the screen is closed while the polls are open, the tabulator will beep.

10 Remove the Blue Security Seal from the side panel to open the polls. Place the Blue Security Seal on the **One Stop Ballot Reconciliation form**. Verify that the seal number matches the number written by the Board of Elections staff. This form must then be signed by the Site Coordinator and Assistant Site Coordinators.
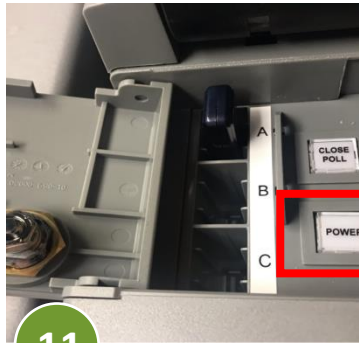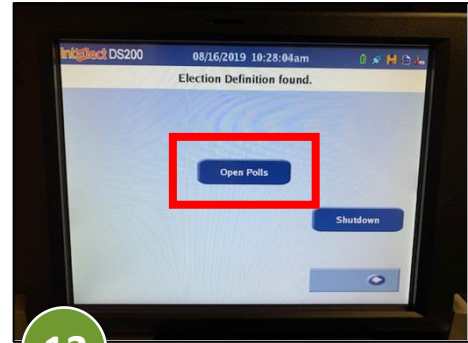

11 The Site Coordinator will use the round tabulator key to open the side panel to open the polls. Open the panel and press the 'Power' button.
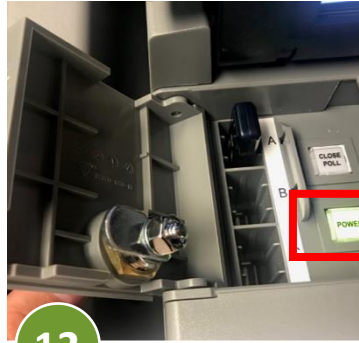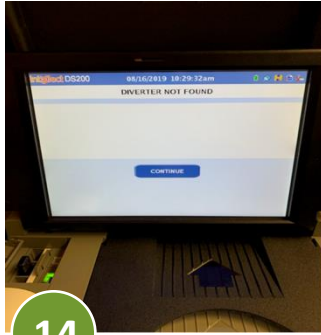

12 The tabulator will successfully turn on when the power button lights up green as shown to the right. DO NOT REMOVE THE MEDIA FLASH DRIVE.
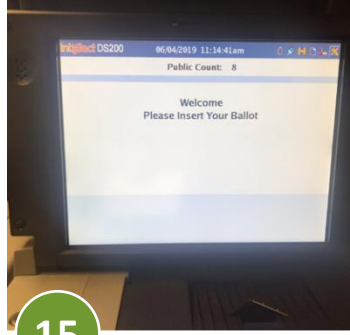

**13** Click the 'Open Polls' button on the Tabulator when prompted.

14 If you receive a 'Diverter Not Found' message, click 'Continue'. You will not need a diverter   with the DS200 tabulator.

15 The tabulator screen will load, a welcome message will appear once the polls have opened. Voters can begin casting their ballot.

While the polls are opening, a zero report will print to show that no votes are tallied on the machine. The Site Coordinator and Assistant Site Coordinators must sign this report. If the tape does not show all "0's" contact the BOE immediately and utilize the emergency bin procedures until authorized otherwise by the BOE.
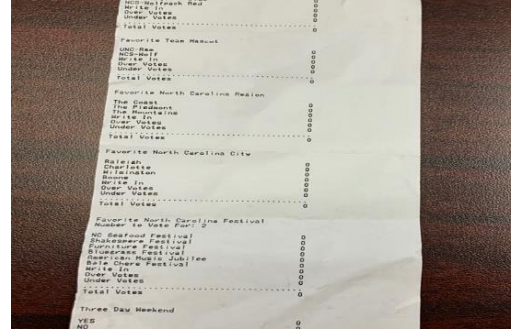
16 Remove the signed zero tape from the DS200 and place it in the clear red anti-static bag in the Black Rolling Tote. Close and lock the side panel door to ensure the election media and system buttons are not accessed inadvertently.

17 After confirming your Zero Tape has all zeros recorded, record the number "0" as the "Daily Beginning Count" on the **One-Stop Daily Reconciliation Form**.

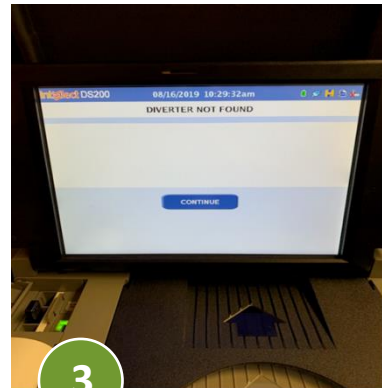# DAILY OPENING OF THE DS200 TABULATOR AFTER DAY 1

1

The Site Coordinator will use the blue ballot box key to unlock the front of the voting machine. Unlock and open both clasps to open the ballot box.
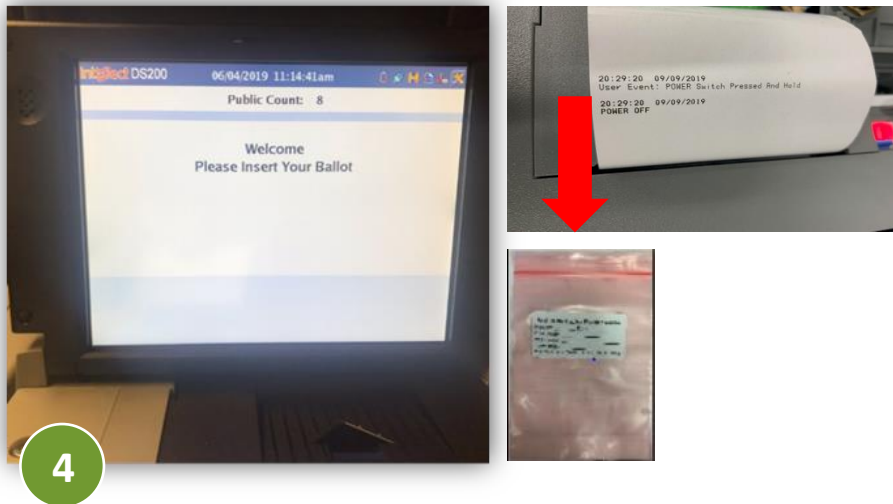

2

The Site Coordinator will also use the tabulator key to unlock the inside of the machine to open the main screen.

3

If you receive a 'Diverter Not Found' message, click 'Continue'. You will not need a diverter with the DS200 tabulator.

4

The tabulator screen will load, and a welcome message will appear once the polls have opened.

A message will print to confirm the tabulator has been powered on. Place this report (including confirmation of the daily power on and power off from the previous night) in the Anti-Static Bag (found in the black rolling tote) each morning.

Voters can begin casting their ballot.

ONE-STOP DAILY RECONCILIATION FORM		
Date	Site	Beg. Unused Ballot Cnt.
Tabulator and Voter History		
Daily Beginning Count		Daily Ending Count

5

Record the total listed as the 'Public Count' on the 'One-Stop Daily Reconciliation Form' in the 'Daily Beginning Count' section. This number should match the 'Daily Ending Count' from the night before. If it does not match the ending count for the previous day, contact the Board of Elections immediately.

AUTOMARK

To turn on the Automark, insert the red key and turn it to the right to the 'On' position (this is the middle option). The light will turn green and the screen will load. It may take a few minutes for the screen to turn fully on. The Automark must be available for immediate use at all times.
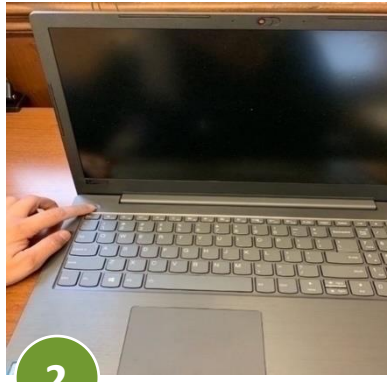
POWERING ON LAPTOPS AND PRINTERS

Every laptop must be ready to check voters in through the SOSA database before the polls open. If you experience any issues, ask your Site Coordinator for assistance and contact the Board of Elections if the issue cannot be resolved.

1

To power on printers, click the button highlighted below.
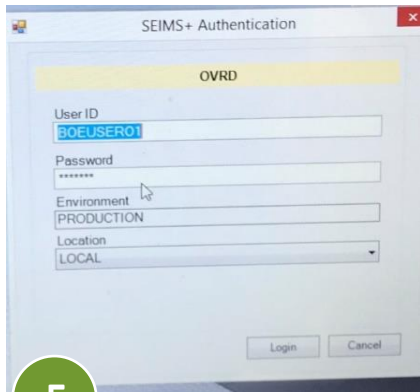

2

Power on your Lenovo computer.

3

Login to the computer using the password provided by the Board of Elections. All credentials can be found in the side pocket of the Site Coordinator Binder.
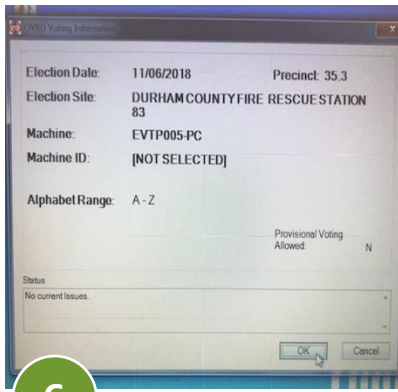

4

Double click on the "Stop Sign" icon found on the desktop of the laptop.

5

All credentials can be found in the side pocket of the Site Coordinator Binder. Verify that the Environment" is set to "Production" and the "Location" is set to "Local". Select Login.


6

Verify the Election Date, Election Site, and verify the Alphabet Range is set from A-Z. Contact the BOE immediately if any information is incorrect. Select Ok.
Note: If the machine is designated as a "Help Desk" laptop, you will need to verify   that a code is listed where the prompt screen reads "Machine ID". For non-help desk machines, this section will read "NOT SELECTED".

7
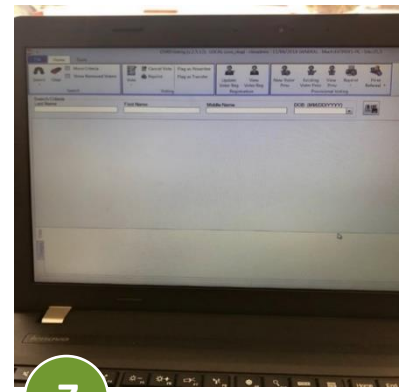
The SOSA home screen will load.

8
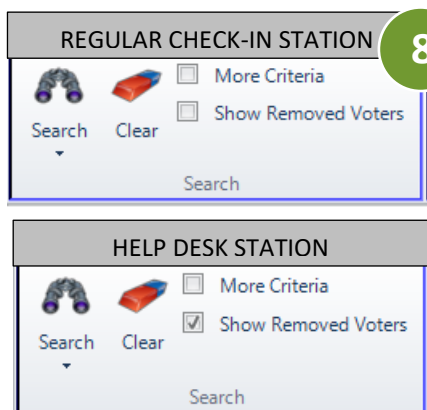
Once you have logged onto the computer, verify the following:

- That "Show Removed Voters" is NOT checked <u>for non-help desk machines</u> and "More Criteria" is NOT checked in the "Search" pane for all machines.

9

On the <u>FIRST DAY ONLY</u> of One-Stop: Search for someone who has not yet voted to verify that there is a ballot style and green checkmark listed. DO NOT GO THROUGH THE VOTE PROCESS. *If there are discrepancies, notify the Board of Elections immediately.*

10

<u>FIRST DAY ONLY</u> - Attempt to print a SOSA Statistics Report using the below instructions and confirm that the screen appears stating 'No records have been entered for the current election.' Only do this one time, first thing in the morning!

1. Click the "Tools" tab.

2. In the "Reports" pane, select the 'SOSA Transaction Statistics Report.' If there are discrepancies, notify the Board of Elections immediately.

SITE SIGNS

Each site must put up signs either inside or outside of the site. These are located in the sign bag, Admin Box, and individually delivered. These will either be posted with blue painters' tape or placed on the appropriate frame before opening on the first day of One-Stop. Provided COVID-19 signs are also required to be placed inside and outside of the site.

Note: The Elections Administration Folder located on the desktop of the Help Desk Laptop contains copies of signs that can be printed as needed.

Large A-Frames signs are delivered by the Board of Elections to the site and must be posted outside each morning of One-Stop.

- "CURBSIDE VOTING HERE" Sign
- "VOTE HERE" Signs
- "VOTING ENCLOSURE HERE" Sign
- COVID-19 related signs
- Special signs provided by the Board of Elections
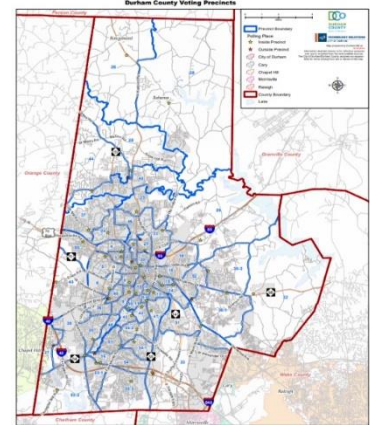
ASSEMBLING A-FRAME SIGNS

A-Frame signs will be delivered with signs already inserted. To fully assemble the A-Frame signs, please follow the instructions below before placing them outside each morning of One-Stop.

1

To begin the setup of the A-Frame signs, remove the diagonal medal bar. Locate the middle slot at the bottom of the A-Frame sign.

2

Place the bar across the bottom of the A-Frame sign into the middle slot on each side to connect the sign.

3

The A-Frame sign setup is complete. Ensure that you place the directional arrows on top as needed.

If wind is causing the A-Frame signs to fall over once placed, contact the Board of Elections and a rover will be dispatched to provide you with weights to keep the signs in place.

ADMIN BOX CONTENTS

The Admin Box contains most of your forms and documentation (Not exhaustive):

- Machine/Facility Keys
- Curbside Supplies
- Precinct Official Recruitment Flyers
- One Stop Manual
- Checklists
- Sample Ballots
- Folders and Other Supplies
- Documents to be Posted
- Supplemental signage package
- Ballot Reconciliation Form

Other administrative forms in the "Elections Administration" folder on the computer desktop of the Help Desk machine.

BLACK ROLLING TOTE

The Black Supply Tote contains most of the supplies needed to operate the site. Contents include (not exhaustive):

- Painter's Tape
- Pens
- Paper
- Stapler
- Tape
- Provisional Supplies
- Colored Polybags
- Ballot Barcode Scanners
- I Voted Stickers
- Other miscellaneous supplies

A packing list will accompany each black rolling tote with specific supplies that can be found inside.

RED SUPPLY TOTE

The red rolling tote will be used to return ballots, supplies, and forms to the Board of Elections Office each night of the One-Stop nightly audit. Refer to the "RETURNING TO THE BOARD OF ELECTIONS" section in the Closing Procedures of this manual for a full list of supplies that must be returned to the Board of Elections Office.

SITE COORDINATOR BINDER

Each site will be issued a binder for Site Coordinators. The binder will include One-Stop Official schedules, Ballot Reconciliation Forms, One-Stop Official username/password credentials, checklists, and other forms provided by the Board of Elections Office.

ELECTION ADMINISTRATION FOLDER CONTENTS (HELP DESK LAPTOP)

All back-up forms can be found in the "Election Administration Folder" found on the desktop of the laptop designated for the Help Desk. The following are examples of forms that can be found in the "Elections Administration Folder" (Not exhaustive):

- Incident Reporting Forms (Backup)
- Voter Registration Forms
- Precinct Official Recruitment Flyers
- Ballot Marking Instructions
- Checklists
- Supplemental signage package
- Curbside and Spoiled Ballot Logs

ONE-STOP OFFICIAL ROLES

Prior to opening the site, the Site Coordinator must ensure that all site workers have an assigned role. Some One-Stop Officials may operate in more than one position!

GREETER

Greeters are responsible for welcoming voters as they arrive to the site. A greeter is the first One-Stop Official that a voter will interact with upon arrival, so it is important for the greeter to always be polite, friendly, and direct the voters to the correct area. A greeter should also remind voters that they are only permitted into the enclosure when there is an available marker on the floor for them to occupy. If there is no available marker inside, then the voter must wait outside.

CHECK-IN TABLE

One-Stop Officials assigned to this area are responsible for verifying each voter's registration record and checking voters into the computer system. Basic computer knowledge and skills regarding operating a computer are required. Training is provided for all BOE specific programs.

BALLOT STATION

This position is responsible for issuing the correct ballot style to each voter, handling spoiled ballots, and handling provisional ballot issuances.

HELP DESK

The Help Desk will work to resolve any voter registration inquiries or provisional voting needs. The help desk is also responsible for processing absentee ballot returns.

TABULATOR MONITOR

This position is responsible for greeting voters and ensuring that all ballots are properly inserted into the tabulator. A voter may collect an 'I Voted' sticker off the table by the exit.

CURBSIDE OPERATOR

Curbside operators are responsible for facilitating the voting process for voters who are able to make it to the voting site but are not able to enter the physical voting enclosure due to age or physical disability.

CLEANLINESS COORDINATOR

This position is responsible for monitoring social distancing within the site and regularly cleaning surfaces and equipment as outlined in the COVID-19 section and in online training.

CHAPTER 4

SITE MANAGEMENT

BOE EARLY VOTING CONTACT: 919-560-0700

SITE MANAGEMENT CHECKLIST

It is important for the Site Coordinator to complete this checklist on an hourly basis to ensure maintenance and good order at the site.

SITE MANAGEMENT CHECKLIST

The Site Management Checklist must be completed on an hourly basis. This form can be found in the Site Coordinator Binder.

Once all steps are completed, the Site Coordinator and assigned Assistant Site Coordinators must sign off on the checklist.

TABULATOR MATCH SHEET

The Site Coordinator will complete this form every hour to assist with reconciliation at the close of the polls. This form is specifically required to be completed during shift change. There is also an electronic version of this form in the "Audit Tracker" found in the Elections Administration folder. These can be found in Admin box behind the "Tabulator Match Sheets" tab.

MONITORING SITE POSITIONS

CURBSIDE VOTING

Curbside Voting is available to any qualified voter able to travel to the site, but because of age, disability or barriers encountered at the site is unable to enter the voting enclosure to vote in person.

The term "disability" includes voters who:
- Are unable to enter the polling place due to age or physical or mental disability, such as agoraphobia;
- Have a medical condition that puts them at increased risk of contracting COVID-19;
- Should not wear a mask due to a medical or behavioral condition or disability; or
- Are experiencing symptoms of COVID-19.

The voter shall be allowed to vote either in a vehicle or in the immediate proximity of the site. Remember, you are NOT a doctor, so please avoid medical assessments! If a voter requests to vote curbside, explain the process and requirement to sign an affidavit.

Do not assist more than one vehicle or more than 3 voters in a vehicle at one time unless approved by the Site Coordinator.

CURBSIDE VOTING STEPS:

1. Voter arrives at the Curbside area.
2. Bring curbside supplies including the clipboard and instructions.
3. Read the Curbside Oath to the voter and complete the Curbside Log with the voter's name, address, and date of birth.
4. Return inside to provide the Curbside Log to the Registration Table. The laptop operator will check-in the voter and provide the voter's One Stop Application to the curbside operator.
   a. Note: If the voter's information is not preprinted in Section C of the One Stop Application, manually enter the required information in that section.
5. Next, retrieve the voter's correct ballot style from the Ballot Table inside.
   a. State that you are requesting a Curbside Ballot.
   b. Place the ballot inside the folder assigned to the voter for privacy. Also, place a single use pen and 'I Voted' sticker inside of the folder.
6. Return outside with the voter's One-Stop Application, and manilla folder that contains the voter's ballot, single use pen, and 'I Voted' sticker.
7. The voter must verify their information on the One Stop Application. A single use pen must be used for each voter.
   a. If the One Stop Application is correct, the voter and One-Stop official will sign the One Stop Application in Sections A and C.

  b. If the One Stop Application is incorrect, return inside to spoil the One Stop Application, cancel the original vote on the computer the voter was checked in on, reprocess the voter with the correct information.

  c. Verify the ballot style on the corrected One-Stop Application to determine if the voter's ballot needs to be reissued.

  d. Return with a newly printed One Stop Application and correct ballot. Sections A and C of the One Stop Application must be signed.

8. Once the One Stop Application is properly signed, provide the voter with the privacy folder that contains the voter's ballot, single use pen, and 'I Voted' sticker. Wait for the voter to complete their ballot.

- DO NOT walk away and leave the voter unattended with a live ballot.
- Ensure that campaigners do not approach the voter. If the voter is receiving assistance, make sure that the voter makes a declaration that they request assistance. (Use the voter assistance section of this manual for more guidance).

9. Once the voter has completed his/her ballot, retrieve the ballot and place it inside of the privacy folder.

  a. Instruct the voter to wait for you to return and take the ballot to the tabulator to ensure the ballot is properly cast.

10. Return inside and insert the ballot into the tabulator, announcing that the ballot is for a 'Curbside Voter'.

  a. If there is an overvote, hit the return button and notify the voter of the race or issue that has the overvote so the voter can provide their determination on casting the ballot as is or receiving a replacement ballot.

  b. If the ballot is not accepted by the tabulator for any other reason, take the ballot to the Ballot Table to be Spoiled. The voter will need to vote a new ballot.

11. Once the ballot is successfully scanned by the tabulator, notify the voter that the voting process is complete.

BALLOT DISTRIBUTION

The ballot table is responsible for setting up and maintaining the ballot management system.

Each site will receive ballot barcode scanners, along with a charging cord and battery. Charging the portable barcode scanner at all times throughout the day will ensure that there will be no delayed use when issuing ballots to voters.

The scanner will be used in three main ways:

ISSUING A BALLOT

1. Receive the One-Stop Application and retrieve the correct ballot based on the style listed in the top right corner of the form.

2. Scan the barcode on the ballot.

3. Scan the smaller barcode on the One-Stop Application.

4. If you don't have a match, the scanner will beep loudly multiple times and display an error message. If this happens, press "Enter" to reset.

5. Once you have confirmed the ballot style, you will need to write the One-Stop Application code and precinct number at the top of the ballot to be issued.
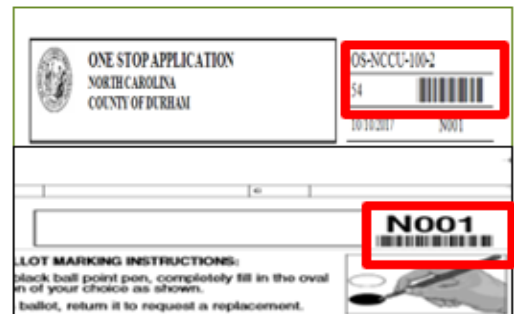
Each One-Stop Application must be put in the basket corresponding with the machine number on the designated baskets. Applications must be placed face down and organized in batches of 25 by basket (Binder clips to be provided).
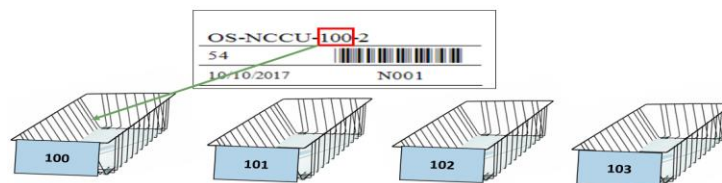
ISSUING A REPLACEMENT BALLOT (Up to three replacement ballots per voter)

1. Receive the spoiled ballot from the voter and record the voter's name in the spoiled ballot log.

2. Retrieve a blank duplicate ballot of the style being returned.

3. Scan the barcode on the original ballot received from the voter.

4. Scan the barcode on the new ballot.

5. If you don't have a match, the scanner will beep loudly multiple times and display an error message. If this happens, press "Enter" to reset and start again.

6. Once you have confirmed the ballot style, you will need to write the One-Stop Application code and precinct number at the top of the ballot to be issued.

7. Mark the original ballot as 'Spoiled' and place it in the red polybag labeled for Spoiled Ballots.
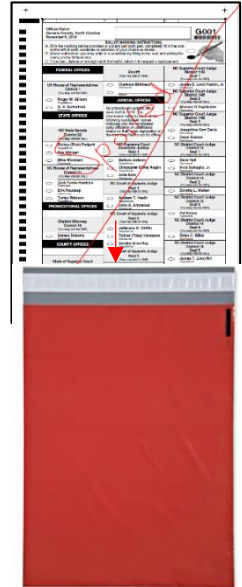
ISSUING A PROVISIONAL BALLOT

1. Receive the Provisional Ballot Application and retrieve the ballot style listed in the bottom right corner of the provisional application.

2. Scan the barcode on the bottom right of the provisional application.

3. Scan the barcode on the ballot to ensure a match.

4. Stamp the ballot in the rectangle box with the red provisional stamp and trifold the ballot. Give the ballot back to the help desk operator.

ABSENTEE BALLOT PROCEDURES DURING ONE-STOP VOTING

Absentee ballot returns will no longer be processed in the SOSA application. All returns must be handled at the Help Desk. When returning absentee ballots, voters may return their ballot in person at any One-Stop site inside of the voting enclosure, at the designated tent return area outside of the site if one is setup, directly to the Board of Elections, or mail their ballot to the Board of Elections.

Absentee ballots CANNOT be returned at Curbside.

A new absentee ballot return form will be provided to all sites. Sites that have a designated tent return area will be provided binders with copies of this form. Sites that do not have a designated tent area will be able to print copies of the log from the Site Coordinator laptop.

When a voter provides a completed Absentee Ballot Return Envelope, site workers must:

1. Refer the voter to the Help Desk or designated tent area (if a tent is set up at the site).
2. Complete the Absentee Ballot Return Log (completed by the voter).

    a. Absentee-by-Mail ballots may be returned to any One-Stop Voting site in Durham County. An absentee ballot must be returned by the voter or the voters near relative or verifiable legal guardian. A near relative is defined as:
        i. Spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent or stepchild.
    b. If an absentee ballot is returned by a non-authorized individual, the return can be accepted, and this must be designated on the return log.
3. Accept the Absentee Ballot Envelope and log, and paperclip the two together.
4. Place the packet into the blue polybag designated for Absentee Ballot Returns.
5. Return the blue polybag, along with other materials, inside of the red rolling tote each evening for the nightly audit.
6. NEVER place an Absentee Ballot into the tabulator.

IMPORTANT REMINDERS

Site Workers are not responsible for checking for accuracy of the voter's Absentee Ballot Return Envelope. If a detailed review is desired by the voter, refer the voter to the Board of Elections for assistance.

If an absentee ballot is submitted by someone who is not authorized, the Site Worker should still accept the absentee ballot return. Ensure that the log is properly completed. The Board will review and make a final determination on all returns.

All detailed inquiries need to be directed to the Board of Elections. The Board will review all absentee ballot returns so site workers should not go into detail with voters regarding the

acceptance of their Absentee Ballot Return. Always refer questions to the Board of Elections. If a voter is uncomfortable with any part of the return process, direct him/her to the Board of Elections Office.

ABSENTEE BALLOT FAQ'S

1. What is the deadline to request an Absentee Ballot to be mailed?

   Tuesday, October 27th at 5:00 p.m.

2. Who can request or return a voter's absentee ballot?

   Voter, Spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent or stepchild.

3. What are the requirements for completing the Absentee Ballot Return Envelope?

   The envelope must be signed by the voter and one witness for the 2020 General Election. The witness must also include his/her address. If assistance with completing a voter's ballot was provided, the voter assistance section of the envelope must also be completed.

MONITORING ELECTIONEERING AND THE BUFFER ZONE

Electioneering is defined as the "act of campaigning."

All One-Stop Sites will have a 50-foot buffer zone during the One-Stop Voting period. The buffer zone must be measured 50 feet from the entrance door of the voting place (building), not enclosure (room). Inside this buffer zone, electioneering is not permitted. It is the Site Coordinator's responsibility to oversee and maintain this area. **No electioneering will be permitted in the curbside voting area!** There must be a 6-foot buffer zone between electioneering and the curbside area if area is not already within buffer zone.

What's not to occur inside of the buffer zone?

- Distribution of campaign literature
- Holding Campaign Signs
- Hindering and Harassing Others (Should not happen outside the buffer zone either)
- Communicating with Voters

If you have any difficulty with electioneers, contact the Board of Elections immediately.

If requested, electioneers may be provided face masks.

VOTER ASSISTANCE

Voter assistance is defined as the right of a voter to receive assistance while inside the voting enclosure or booth.

VOTER ASSISTANCE AT REGISTRATION TABLE

According to 08 NCAC 10B.0107, "A person seeking to vote shall enter the voting enclosure at the voting place through the designated entrance and shall clearly communicate the person's name and place of residence. In some cases, the One-Stop Official may prompt the voter to provide this information." This provision is provided to avoid unfair treatment of voters who may not have the ability to verbally communicate this information to a One-Stop Official.

An example of "clearly communicating a person's name and place of residence," according to Memorandum 2016-16, would be asking the voter 'yes' or 'no' questions. The One-Stop Official would respond to this situation by saying:

- *Are you 'Jane Doe'? A response in the affirmative (nod) is sufficient.*
- *Is your address '230 Government Center Drive'? A response in the affirmative (nod) is sufficient.*
- *Do you wish to vote today? A response in the affirmative (nod) is sufficient.*

The required information can also be written down by the voter if required to accommodate a voters' needs. If the One-Stop Official can determine that the voter understands he or she is providing their name and address, then the requirement of the statute is satisfied.

RIGHT TO VOTER ASSISTANCE

The following persons are entitled to receive assistance if a request is made to the Site Coordinator:

1. Any registered voter is entitled to assistance, for any reason, if the assistor is a near relative. A near relative is defined as a "spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, or stepchild."

2. Any registered voter who requires assistance due to the following may receive assistance from anyone of the voter's choosing to exclude a voter's employer, agent of that employer, or officer or agent of a voter's labor union:

    1. Physical disability, and an inability to enter the voting booth without assistance

    2. Physical disability, and an inability to mark the ballot without assistance

    3. Illiteracy, and an inability to mark the ballot without assistance

    4. Blindness, and an inability to enter the voting booth or mark the ballot without assistance

All voters seeking to receive assistance must first request such assistance from a One-Stop Official. Any assistance rendered by an authorized individual must be prompted by the voter.

REQUEST FOR ASSISTANCE FROM VOTERS WITH SPECIAL NEEDS

Upon receiving a request for assistance from a voter, a One-Stop Official will:

1. Ask the voter to provide a reason for the request.

2. Determine whether the voter is qualified to receive assistance.

3. Ask the voter to choose someone in the voting enclosure to provide the requested assistance.

   - Neither a voter's employer, agent of that employer, or officer or agent of a voter's labor union shall be permitted to provide the voter with assistance

   - Any assistance rendered must be performed in-person, and shall not be allowed by electronic, paper, or mechanical means of communication with a person outside the voting booth, except in circumstances of disabled voters with special needs. The use of electronic, paper, or mechanical devices by the voter, while alone in the voting booth and not in contact with another person outside the voting booth, shall not be considered voting assistance.

4. Allow the chosen person to provide the voter assistance.
   - No One-Stop Official shall be permitted to refuse a voter's choice for assistance as long as it is not prohibited as set out above
   - If the person chosen to provide the voter with assistance refuses, the voter shall be entitled to choose someone else to provide that assistance.
   - If the voter desires to wait for their preferred assistant to arrive, the voter will be permitted to do so.

5. Address any incident of perceived misconduct, and record as an incident report.
   - One-Stop Officials may also address and stop any improper practices to maintain order

No assistance shall be given unless the Site Coordinator is notified and approves the request.

NON-TRADITIONAL REQUESTS FOR ASSISTANCE

There may be cases when a voter is unable to verbally communicate a request for assistance.

- According to Memorandum 2016-16 released by the State BOE, "Election officials must ensure that a voter's decisions are not coerced. If, after the election official has provided the voter every opportunity to request assistance by whatever manner the voter is able to communicate, the voter does not communicate a request for assistance, it would be inappropriate for the election official to allow an individual to assist the voter.

  Election officials should use common sense in the effort to determine whether the voter has requested assistance, bearing in mind that both state and federal law vest all qualified voters

with the right to vote, including those suffering from paralysis, hearing loss, or vocal disabilities."

- Assistance cannot be requested by the individual accompanying the voter.

CONDUCT OF A PERSON PROVIDING A VOTER WITH ASSISTANCE

Individuals who have been approved by a One-Stop Official to provide a voter with assistance may not:

1. Provide any documentation to a voter that gives preference to a particular candidate, party, or ballot choice.

    - A document the voter has bought into the voting booth himself/herself is allowed.

2. Speak in any way that might advocate for a particular candidate, party, or ballot choice.
3. Use any electronic device while in the voting booth with the voter, unless the device is required by the voter and its use has been previously approved by a One-Stop Official.

    - This includes but is not limited to phones, radios, computers, or any other means of communication. (Note that there are acceptable uses for devices such as cell phones if they are not being used for communication (See the "Electronic Device Policy" section of this manual.).

4. Communicate to anyone how a voter has voted, unless ordered to do so by a court of law.

5. Violate any election law or administrative rule.

6. Render any assistance not prompted by the voter.

Any person rendering assistance "shall not in any manner seek to persuade or induce any voter to cast any vote in any particular way." (N.C. Gen. Stat. § 163-166.8)

ONE-STOP OFFICIALS PERMITTED TO PROVIDE TECHNICAL ASSISTANCE

It is the duty of One-Stop Officials to provide voters with any technical information the voter requests regarding ballot items. Technical information is limited to information necessary to allow the voter to mark his or her ballot. No One-Stop Official may provide opinions, interpretations, or summaries of ballot items. No One-Stop Official may provide information regarding the positions of candidates or otherwise point out which candidates may support particular policy questions.

VOTER ASSISTANCE GUIDANCE

For additional guidance, refer to the station guide provided at the Help Desk (Voter Assistance Section). Additionally, you can print a copy of State Board of Elections Memorandum 2016-16 from the "Election Administration Folder" found on the desktop of the Help Desk laptop. Call the Board of Elections if you are unsure of the appropriate steps for voter assistance and/or feel that

there is a pattern of disregard of the aforementioned procedures. An incident report must always be completed if you believe there is a disregard of the laws/rules governing voter assistance.

OBSERVERS

The State Board of Elections defines observers as "persons appointed by the political party chair, or unaffiliated candidate campaign, to attend a voting place during voting hours."

OBSERVER SHIFTS

Observers may either be appointed to a specific voting site, or "at large."

Observers must work shifts. The rules for observer shifts are as follows:

1. Observers may not work less than a four-hour shift.

   a. If an observer leaves before their four-hour shift is complete, they may not be relieved until the full four hours of their shift has elapsed.

2. There is no limit on the number of shifts any one observer may work.

At-large observers may attend any polling place in the county. Site-specific observers are only permitted to attend the site that they are appointed to.

OBSERVER RIGHTS

Once observers have been checked in by the Site Coordinator (names verified from a list supplied by BOE), they are entitled to sit in an area designated by the Site Coordinator and the BOE. This area must allow the observer to:

1. Hear dialogue between the election official and the voter (08 NCAC 10B.0103).

2. Take notes and create a voter list at the prescribed times.

   - Administrative Code 08 NCAC 10B.0103 permits observers to create a voter list by observing the One-Stop Applications at 10:00 AM, 2:00 PM and 4:00 (Observers are also allowed to take notes on activity in the voting site (GS 163-45). If One-Stop Applications are requested at the prescribed times, please contact the Board of Elections.

3. Request to speak with the Site Coordinator (without impeding the voting process).

OBSERVER LIMITATIONS

Observers may not:

1. Impede, meaning to interfere or slow the progress of, the voting process in any way.
   - It is the Site Coordinator's responsibility to determine if the voting process is being impeded.

2. Interfere with, communicate with, or observe any voter casting a ballot that would impede the privacy of the voter.
    - This does not prohibit an observer from observing general activity in the enclosure and taking notes through approved means.

    - Observers may observe One-Stop officials performing Curbside voting procedures.

        o Observers are not permitted to go on buses or other vehicles containing curbside voters.

    - Observers must not position themselves in a way where they can view the contents of a ballot at the tabulator or view confidential information on the electronic pollbook.

3. Make phone calls while in the voting enclosure.
    - If the Site Coordinator allows an observer to make a phone call, it must be done in a designated area outside of the voting enclosure. <u>Text messaging is allowed as long as it is not a disturbance to voters and/or election officials</u>.

4. Use electronic devices to capture images or film the voting enclosure, or take photos, videos, or record a voter without consent of the voter and the Site Coordinator.
    - Approved electronic devices for note taking must have any image-capturing capabilities obstructed. An observer may request approval to take images and/or recordings under N.C. Gen. Stat. § 163-166.3.

5. Act on behalf of the Board of Elections in any way.

6. Enter the voting booth area or attempt to view ballots.

7. Enter a vehicle that contains curbside voters.

8. Provide voter assistance unless specifically requested and observer meets all requirements.

Site Coordinators have the right, at their discretion, to remove any observer who violates the prohibitions listed above. The Board of Elections will need to be contacted prior to this occurring and a detailed incident report must be completed.

A fact sheet regarding political observers can be found on the "Observer Informational Guide" attached to the approved list of appointed political observers.

ACCESS TO THE VOTING ENCLOSURE

The following persons are permitted inside the voting enclosure:

- Election Officials

- Observers and runners except in non-partisan elections per 08 NCAC 108.010(a)

- Persons seeking to vote in that polling place on that day, but only for the purpose—and during the process of—voting or seeking to vote (no lingering)

- Voter assistants (per N.C. Gen. Stat. § 163-166.8)

- Minor children of a voter, if accompanying the voter

- Voters seeking to challenge another voter attempting to vote

- Persons conducting or participating in a simulated election approved by the BOE

- Any other person as determined by Election Officials to have an URGENT need

Remember, voters may leave the voting enclosure and return for the purpose of voting if a ballot has not been received. Once the voter receives a ballot, he or she may not leave the voting enclosure and return for the purpose of voting.

MEDIA

All media inquiries must be directed to the Board of Elections Office at 919-560-7072. Do not speak to the media on any matter.

The media is active during voting, in pursuit of images of various processes—voting, gathering the vote count, etc.

In order to obtain a photograph or take video within the voting enclosure, members of the media must:

1. Introduce themselves to the Site Coordinator before any activity occurs.

2. Obtain permission from the Site Coordinator, and the voter/voters, before taking a photograph or recording.

    - At no time shall a photograph or recording show how a voter marked a ballot.

3. Leave the voting enclosure after capturing the image or recording.

After the polls close, the public, including media, is allowed in the voting enclosure (08 NCAC 10B.0105(h)) but they may not hinder the operations of One-Stop Officials.

VOTERS AND PRINT MEDIA

No law prohibits voters from wearing, or having on their persons, electioneering items, as long as they do not attempt to engage in prohibited activities listed under the section titled "Monitoring Electioneering and the Buffer Zone".

ELECTRONIC DEVICES

Electronic devices are permitted inside of the voting enclosure *so long as the voter is not talking on the device or recording videos or taking photos*. Voters *are* allowed to use devices to view a sample ballot or a list of candidates that they wish to vote for. Voters are prohibited from taking videos or photos inside of the voting enclosure unless permission has been received from the Site Coordinator. Communicating on the device within the voting enclosure is strictly prohibited. If the voter is not violating one of the aforementioned restrictions, other electronic device activity will be permitted.

MAINTENANCE OF PEACE AND GOOD ORDER

It is the responsibility of the Site Coordinator to maintain peace and good order in and about the place of voting. If an issue becomes beyond the control of the Site Coordinator, the Board of Elections must be notified immediately. In situations of life or death, please contact 911 immediately and inform the Board of Elections afterwards if possible.

LEAVING THE VOTING ENCLOSURE, SPOILED, OR INCOMPLETE BALLOTS

When a voter is given the official ballot, he or she shall be deemed to have begun the act of voting. A voter:

- Shall immediately retire alone (unless entitled to assistance) to a voting booth, and without undue delay, mark the ballot.

- Shall under no circumstances occupy a voting booth already occupied by another voter unless those voters are husband and wife who both wish to occupy the same booth. Excluded from this prohibition are persons providing allowed assistance.

- Shall return to the One-Stop Official any ballot they spoil or damage, at which point they are entitled to a replacement ballot, not to exceed three replacements. The One-Stop Official will place each spoiled or damaged ballot in the Red Spoiled Ballot Poly Bag and complete the spoiled ballot log before issuing a new ballot.

- Shall ensure that the ballot is cast, after marking, and immediately leave the voting enclosure (unless authorized by law to remain within the enclosure for purposes other than voting, e.g., if the voter is a One-Stop Official or observer).

- Shall not leave the voting enclosure before finalizing the act of voting, by performing whatever action is necessary to cause the act of voting to be finalized.

If a voter leaves the voting enclosure without finalizing the act of voting (feeding the ballot into the DS200 tabulator): The Site Coordinator and Assistant Site Coordinators may determine by unanimous vote that the votes marked by the voter have not been disturbed by any other person and feed the ballot into the DS200 on the voter's behalf. *If the officials cannot unanimously confirm the ballot has not been disturbed*, it must be marked as 'Spoiled' and put in the designated Red Spoiled Ballots Poly Bag. Partially marked ballots are treated the same as fully marked ones. In every case where a voter has left without finalizing the act of voting, an Incident Report must be completed.

MACHINE REJECTED BALLOTS

Machine-rejected ballots are abandoned ballots that have not been disturbed, by unanimous consent of the Site Coordinator and Assistant Site Coordinators but are not machine readable after a minimum of three (3) tabulator insert attempts.
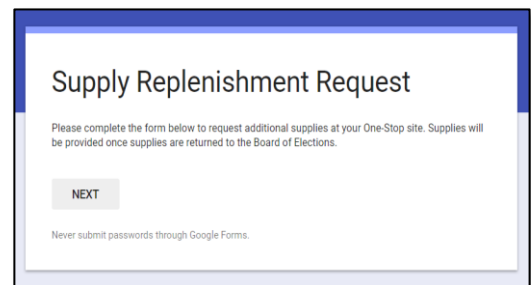
If it is determined that you have a machine-rejected ballot that cannot be rectified since the voter has left the polling place (NOT including overvoted or blank ballots), place the machine-rejected ballot in the yellow polybag labeled 'MACHINE REJECTED BALLOTS' for return to the Board of Elections.

Example: A voter marks his/her ballot and leaves the ballot inside of the voting booth. The coordinators determine that the ballot has not been disturbed and places it in the tabulator. However, the tabulator does not accept the ballot after three (3) attempts for a reason other than an overvoted race or a blank ballot. This ballot must be placed into the yellow polybag for machine-rejected ballots.

This is a very rare situation. If you find yourself in this situation, please contact the Board of Elections immediately for additional guidance.

SUPPLY REQUESTS

Supply requests must be made using electronic survey found on the desktop of each help desk laptop. At the close of each day, Site Coordinators must complete the 'Supply Replenishment Survey' in order to receive supplies at the nightly return or early the next morning.

If an emergency occurs, please contact the Board of Elections immediately one of the provided numbers. Calling does not exempt you from the survey.

CHAPTER 5

VOTING EQUIPMENT USAGE AND TROUBLESHOOTING

BOE EARLY VOTING CONTACT: 919-560-0700

ELECTION EQUIPMENT

DS200 TABULATOR

The DS200 is a paper ballot system using an optical scanner to read ballots and tabulate results. Ballots can be inserted from any direction or orientation. If necessary, the DS200 will query the voter for correction, by 'beeping' to alert One-Stop Officials. One-Stop Officials should closely monitor system messages during voting. As ballots are scanned through the DS200, the display tracks the number of voted ballots.

Ballot is inserted into the tabulator here. Ballots can be entered in any orientation.

If the tabulator malfunctions for any reason, the Site Coordinator will open the emergency bin. The emergency bin will hold voted ballots until the tabulator is fixed and operational.

Ballot once scanned drop into the ballot box compartment where they are securely stored.
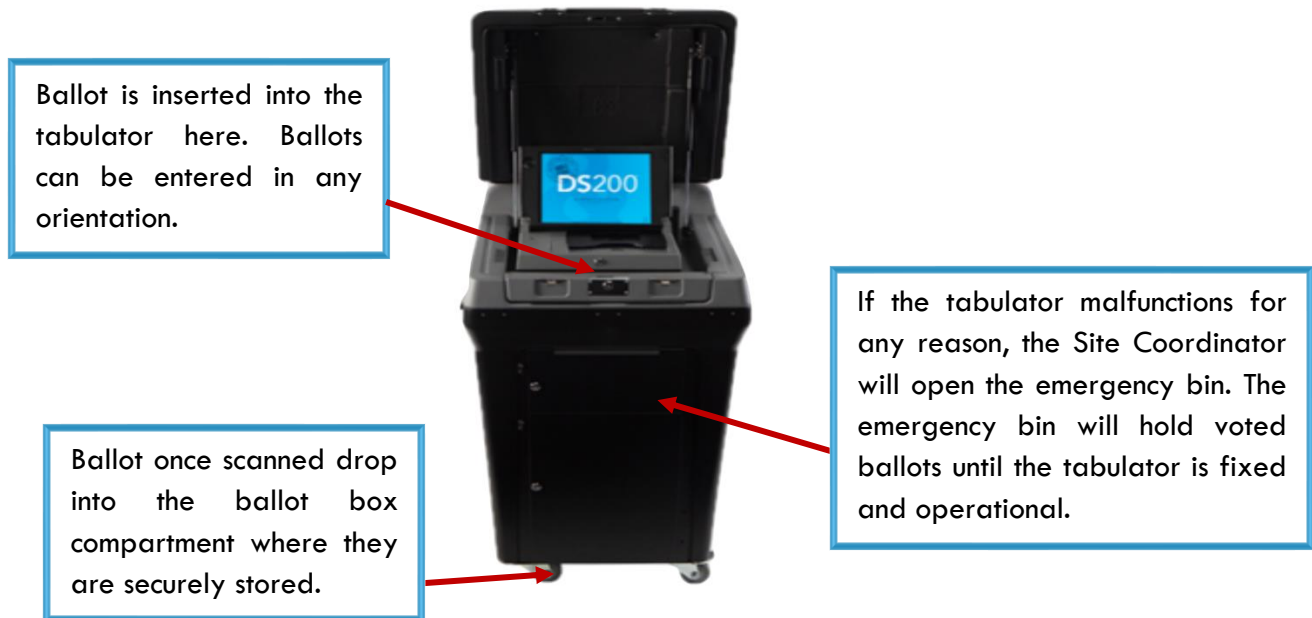
MACHINE KEYS

The Machine Keys are given to the Site Coordinator. The blue key is used for the DS200 Ballot Box. The red key is used for the Automark. The round key is for the DS200 tabulator. Facility keys and ballot room keys will also be on this ring. All keys must stay with the Site Coordinator on their person at all times.
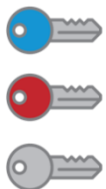
AUTOMARK

The Automark is a ballot-marking device and does not count, tally, record or store any information. The marked ballot must be placed in the DS200 Tabulator to vote. The Automark is used primarily by voters with a physical or visual disability but can be used by anyone.

LAPTOPS

Each site will have laptops set up at the Check-In Table and the Help Desk. There will be an additional laptop only for Site Coordinator use. Each laptop will be connected to a printer. Only the Help Desk and Site Coordinator laptops will be able to process Provisional Applications and have access to the Election Administration Folder.

PRINTERS

Each laptop will be set up with a printer connected with a USB cord. Please make sure to keep all printers loaded with paper and do not disconnect printers unless instructed by the Board of Elections Office.
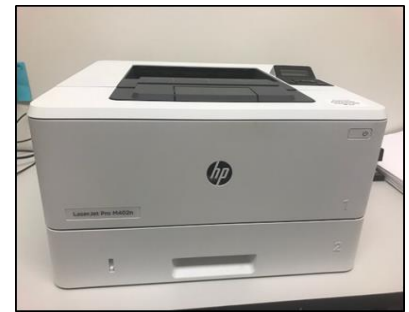
ONE-STOP SITE CELL PHONE

Each site has been issued a cell phone for communications between the BOE and sites only. Once issued, this phone must be fully charged and possessed by the Site Coordinator. Each cell phone has been preprogrammed with the phone numbers to all sites and the Response Team at the BOE.

Do not give out your cell phone number to anyone or use it for Curbside Voting. The Site Coordinator must keep the cell phone on their person at all times until it is turned in at the BOE.

BALLOT BARCODE SCANNER

The Ballot Station workers determine the correct ballot style for a voter using this ballot barcode scanner. Each site will receive barcode scanners, charging cords, and batteries.

If the scanner assigned to the site malfunctions and becomes inoperable, One-Stop Officials are expected to revert to the hand/eye process until the Board of Elections is able to resolve the issue.

COMPUTER/ELECTRONIC POLLBOOK MALFUNCTION

The first step to troubleshooting a laptop is to turn it off and back on again. Call the Board of Elections if this recommendation is unsuccessful.

If you log completely out of the Electronic Pollbook system, you may get this message. Always click 'Yes' to resolve this, unless you do not wish to exit the program.

Once you log back into the system, you will receive the following message. Click 'Ok' to enter the application.
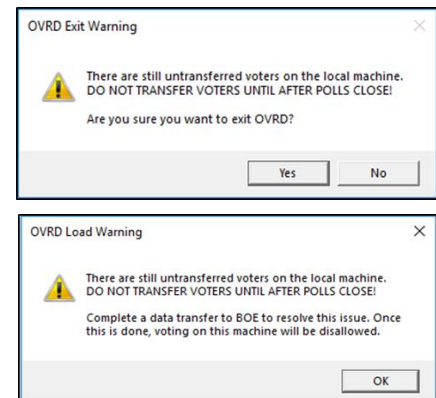
EMERGENCY BALLOT BIN

In the event of power failure or scanner error, the DS200 Ballot Box has an emergency compartment that One-Stop Officials can use to temporarily store uncounted ballots. This slot should remain locked during the day unless it is in use.

1   Notify the Board of Elections immediately if the emergency bin is required to be used. The emergency bin may only be opened in the presence of all coordinators. The Site Coordinator will announce that the Site Coordinator and Assistant Site Coordinators are opening the emergency bin until the tabulator is operational.

2

The emergency bin is the top bin on the ballot box. When it is locked, the slot is completely covered. To open the ballot box, the Site Coordinator should use the blue key on the key ring.

3

Open the bin and fold the silver flap down to reveal and open slot.
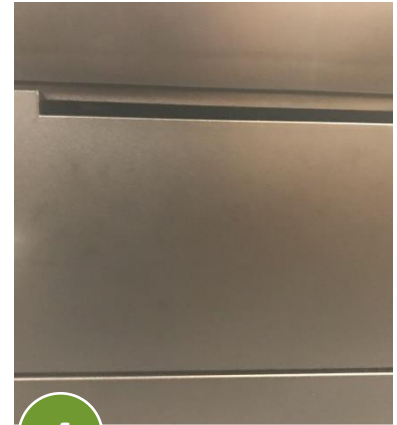
4

Close the bin. The Site Coordinator must lock the bin with the same key.

5

Once the tabulator issues have been resolved, the Site Coordinator will announce that the tabulator is operational and that ballots placed in the emergency bin will be inserted into the tabulator. All coordinators must be present while ballots are fed into the tabulator.

6

Open the emergency bin door and place the silver flap back in its original position to close the emergency bin. Close and lock the emergency bin door.

TABULATOR MESSAGES

The following messages may appear when a voter places their ballot into the tabulator. Request assistance from the Site Coordinator or contact the Board of Elections immediately.
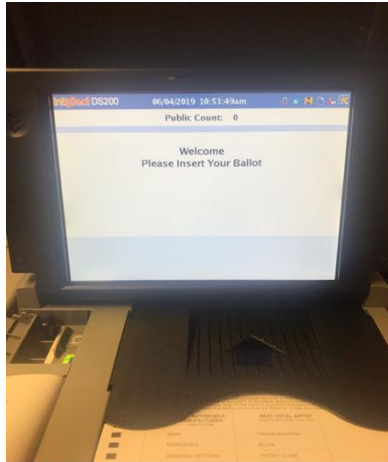
Once the tabulator is on and ready to accept ballots, a welcome message will appear.
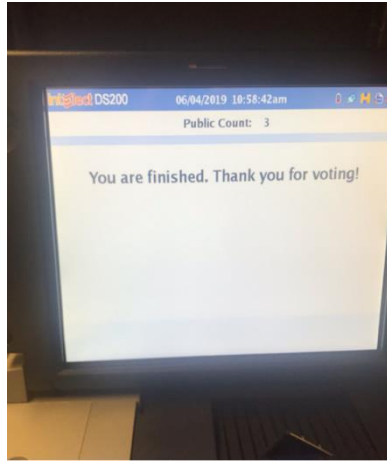
Once a voter successfully casts their ballot, a thank you for voting message will appear. This is the most common message that you will receive.
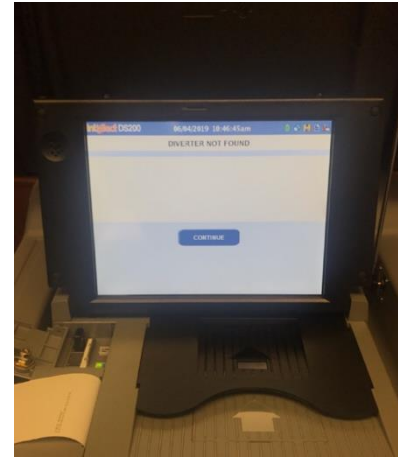
A 'Diverter Not Found' message may appear during elections that have write-in selections. You may select 'Continue' and disregard this message. Write-in ballots are no longer diverted and separated with the new DS200.
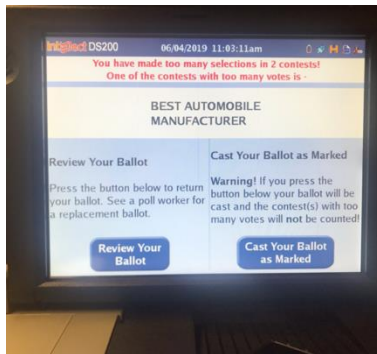
Anytime a voter makes more selections than authorized in a contest an **overvoted message** will appear. The voter will have the option to cast their ballot as marked or return the ballot to receive a replacement. The voter will select their option on the tabulator unless the voter is voting curbside.

- If the voter is voting curbside, the curbside operator will select the 'Review Your Ballot' button and return to the vehicle to notify the voter of his/her options. If the voter chooses to vote a new ballot, return to the Ballot Station to have the original ballot spoiled and receive a new ballot for the voter. If the voter chooses to cast the ballot as marked, have a Site Coordinator re-insert the ballot and select 'Cast Your Ballot as Marked' on the voter's behalf when the prompt appears.
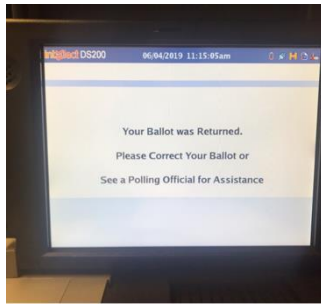
Once a ballot is returned to a voter, a confirmation message will appear instructing the voter to ask for assistance if needed.
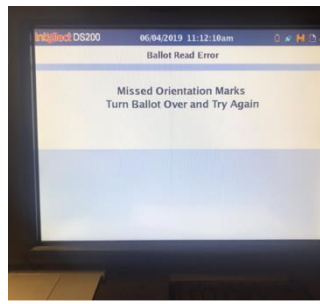
A '**Missed Orientation Marks'** message will appear if the voter's ballot has a mark on the timing marks around the edges of the ballot or if the ballot is too thick. Rescan the ballot at least 3 times in different orientations. If the message continues to appear, direct the voter to the ballot station to receive a replacement ballot.
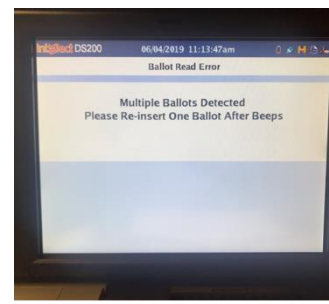
Only one ballot page may be placed into the DS200 tabulator at a time. If a message appears regarding **multiple ballot pages**, have the voter verify that he/she is only inserting one page. If the ballot is a single page that is being detected as a thicker page, direct the voter to the ballot station to receive a replacement ballot and revote.
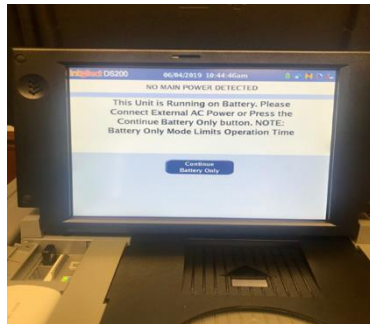
If the DS200 tabulator is not properly connected to a power source, a message will appear notifying you that it is **running on battery power**. Connect the tabulator to a power source as soon as possible. If power is lost at the polling place, the tabulator will run on battery power for the full length of the charged battery. If you lose power, contact the Board of Elections immediately for assistance.

The tabulator power button will be green when the tabulator is on and successfully connected to a power source.

If a ballot jam occurs, the Site Coordinator will use the blue ballot box key to open the front of the DS200 tabulator. Fold the front down and gently slide the tabulator forward without disconnecting it to retrieve the jammed ballot.

AUTOMARK KEYPAD OPTIONS

The following keypad options are available to voters when utilizing the ballot marking device. Braille is also available on each button.

Forward and Back

Will move the marker back and forth between different sections and pages of the ballot.

Select

Chooses the voter's preference.

Up and Down

Will move the marker up and down candidate selections on each ballot section.

Audio

Earphone port to utilize the audio function of the Automark.

Screen

Turns the screen on and off in case the voter prefers to only use the audio function.

Repeat

Repeats the audio recording on the current screen.

Tempo

Increases and decreases the speed of the audio.

Volume

Increases and decreases how loud the audio is.

AUTOMARK PAPER JAM

If a ballot jam occurs, the message 'Paper Jam' will appear on the Automark screen. To retrieve the voter's jammed ballot, pinch and lift the lid behind the screen to open the compartment and retrieve the ballot. In many instances, a jammed Automark ballot will require a replacement from ballot distribution.

USING THE AUTOMARK

1. Any voter may choose to vote on the Automark. If a voter requests to vote on the Automark, first direct him/her to the registration table to be checked in.

2. The voter will receive his/her One Stop Application and will be directed to the Ballot Station to obtain the correct ballot style.

3. The voter will then be directed to the Automark to be assisted with marking his/her ballot.

4. A 'Please Insert Your Ballot' message will be displayed on the Automark. The voter must insert his/her blank ballot into the tray.

5. Note: The voter may change the viewing experience on the Automark by selecting the Zoom In/Out button to change the text size, and by selecting the 'High Contrast' button to change the colors on the screen. These options are available on the bottom bar of the screen.

6. The voter will be guided through each race to make voting selections using the Automark keypad and prompts. Selecting 'Next' and 'Back' will move the voter through different sections of the ballot. Complete this process until the entire ballot has been reviewed.

7. The voter will review the summary screen.
   a. Note: Changes can be made to any choice by pressing the race, pressing the current choice to unselect the choice, and then pressing the new choice.

8. The voter will then press 'Mark Ballot' once all of the selections are reviewed and deemed correct.

HP PRINTERS: CHANGING TONER AND PAPER
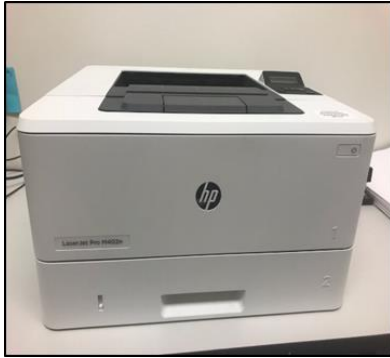
Each laptop will be connected to a printer to print voter related forms.
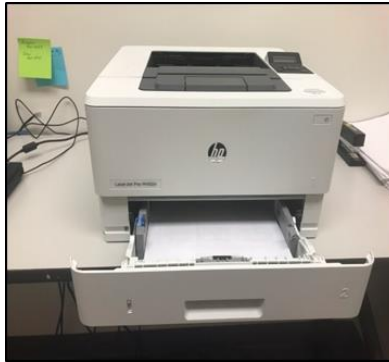
If you receive a message to load paper, pull out the bottom tray that is labeled with the #2 to easily reload paper as needed.
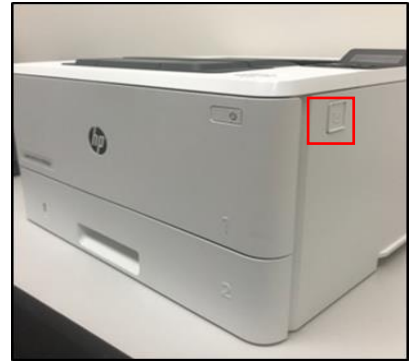
If you receive a message stating the toner needs to be replaced, access the toner by pressing the square button on the righthand side of the printer.

The front of the printer will open when the button is pressed.

Locate and pull the toner handle to remove the ink cartridge from inside the printer.

Locate and open a new toner box to replace the used toner cartridge. Place the used toner into the empty toner box and mark the box 'used.'

Insert the new toner cartridge with the handle facing forward and the HP logo viewable.
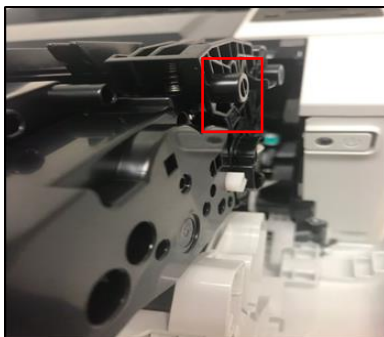
Align the sides of the toner cartridge so the knobs are properly inserted into the printer.

Slide the toner cartridge into place. You will hear a click when the cartridge is inserted.
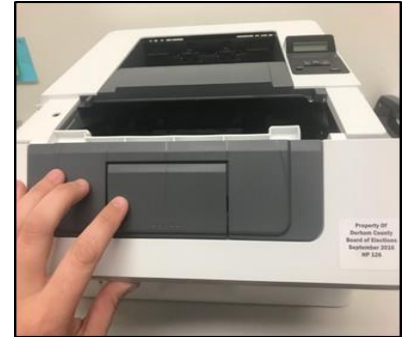
Close the front lid and continue printing documents.

EARLY VOTING WAIT TIME REPORTER

The site cellphone provided by the Board of Elections will be used to track wait times at each early voting site. This data will be tracked every 30 minutes by Site Coordinators and will be accessible to the public by using the Early Voting Site Locator Tool on our website.

To enter wait times, follow the instructions below:

1 Provide the last person in line with a card to hold and explain that you would like to time how long it takes him or her to get through the line to the check-in station.
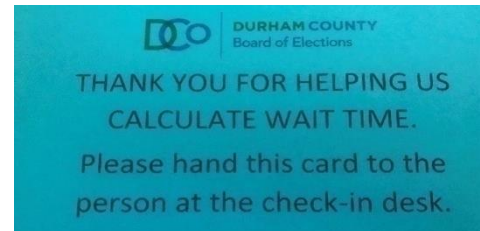
2 Once the voter receives the card, start the "stopwatch" on the iPhone by clicking on the 'Clock" application. When the voter gets to check-in, stop the time on the "stopwatch".

IMPORTANT NOTE: If the site is busy, you may estimate your wait time or simply ask the next voter in line how long he/she waited to ensure that wait times reported are as accurate as possible.

3 Using the site cellphone, tap the icon for Wait Time Collector.

4 Once the application opens, you may be prompted to enter in the following Username and Password:

- User Name: onestop
- Password: password8

Press 'Sign In' after the credentials are entered.
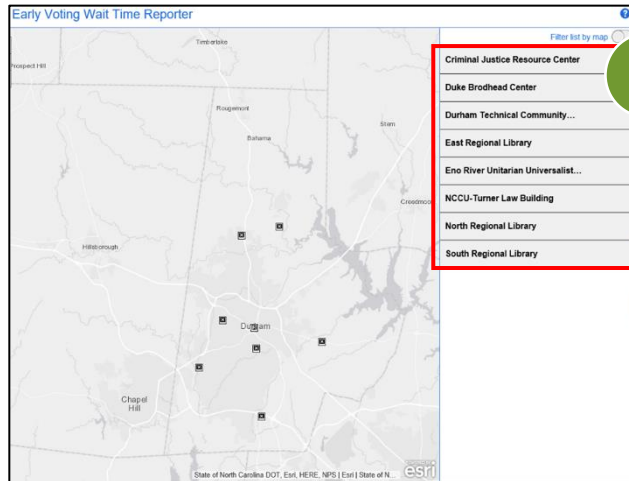
5 The "Early Voting Wait Time Reporter" will load. Select your location.

You may also tap gently on the icon representing your site. If you have selected it, a pop-up will show the early voting location. Select the pop-up for your site.
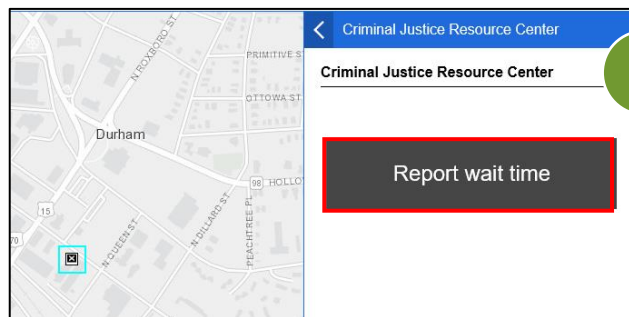
6 Select the 'Report Wait Time' button.

7

First, verify that the correct site was selected. Next, enter the current wait time and press the 'Submit' button.
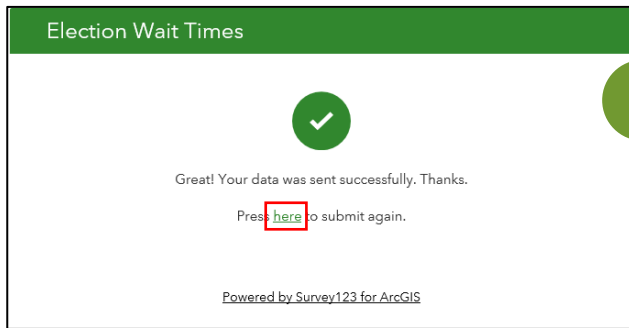
8 A confirmation page will appear to confirm the wait time that you entered has been received. Select the 'here' button to resubmit the wait time.
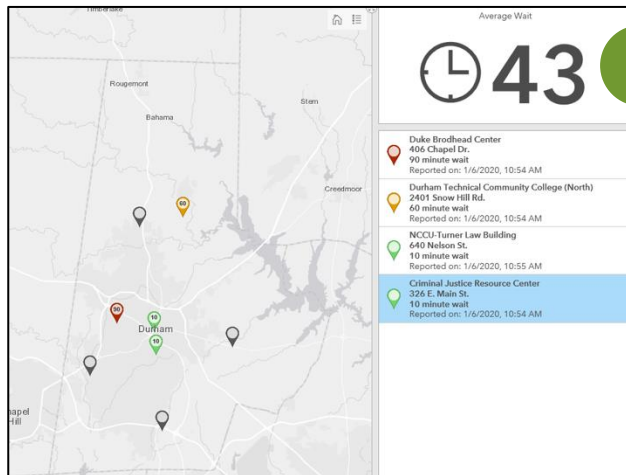
9 Below is an example of the Early Voting Locator tool that voters will be able to check on the Board of Elections website. Submitted wait times will automatically appear here.

CHAPTER 6
ELECTRONIC POLLBOOK (LAPTOPS)

BOE EARLY VOTING CONTACT: 919-560-0700

ONE-STOP VOTING DATABASE (SOSA)

SOSA is the one-stop electronic pollbook used during Early Voting to verify voter registration and check-in voters so they can receive a ballot and vote.

MAIN TASK BAR

SEARCH	→	CLEAR	→	MORE CRITERIA	→	SHOW REMOVED VOTERS
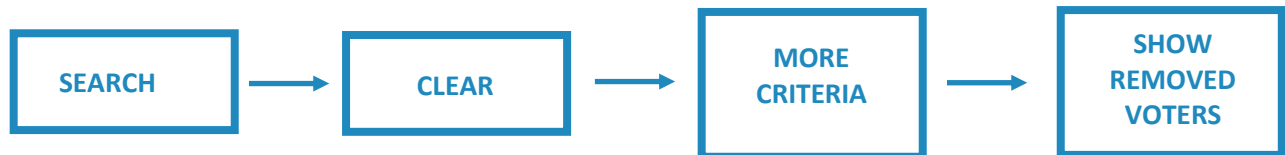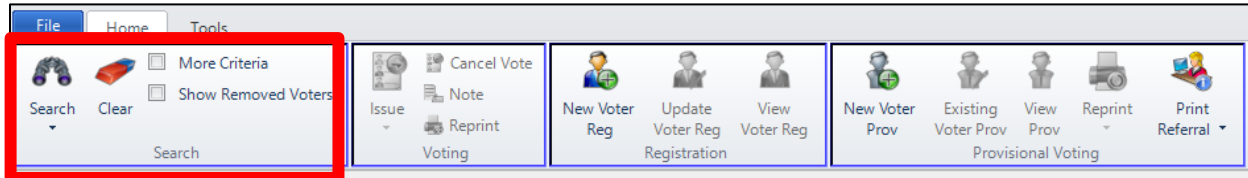
Locate voters in SOSA by entering criteria in available fields. Name, DOB, and wildcard (%) options are available.

Remove all data entered

Shows an address criteria field. This should not be checked on any computer.

Includes all removed voters in the database. This should only be checked on the Help Desk computer.

ISSUE	→	CANCEL VOTE	→	REPRINT
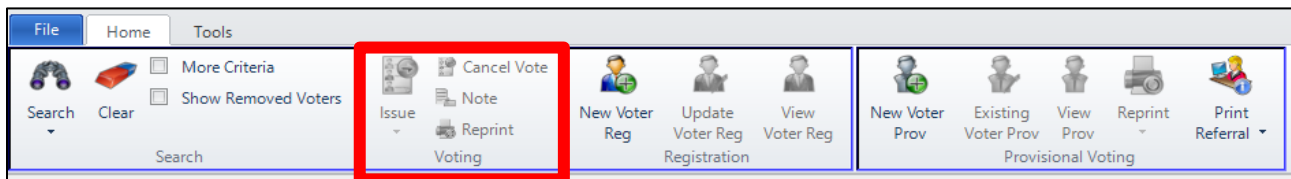
Completes voter check-in process and issues OS Applications.

Removes voter history for a voter who was flagged as having voted.

Print replacement forms.

NEW VOTER REG	→	UPDATE VOTER REG	→	VIEW VOTER REG
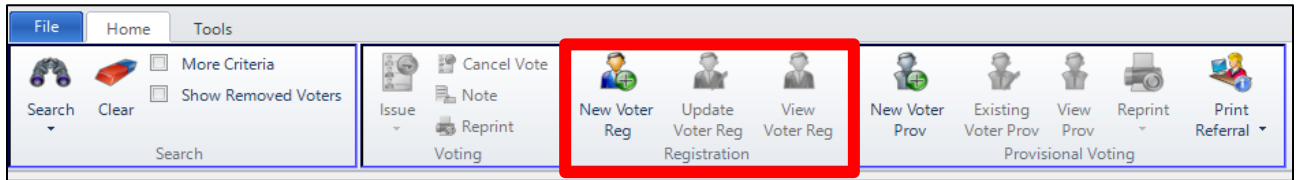
Used to process Same Day Registrations.

Used to complete changes to a voter registration record (i.e. name, address).

View a voter registration record in 'Read Only' mode.

NEW VOTER PROV	→	EXISTING VOTER PROV	→	REPRINT	→	PRINT REFERRAL
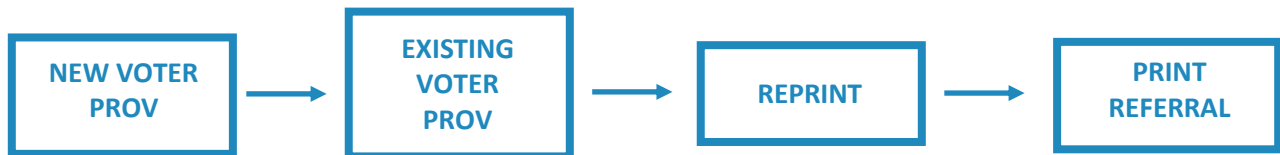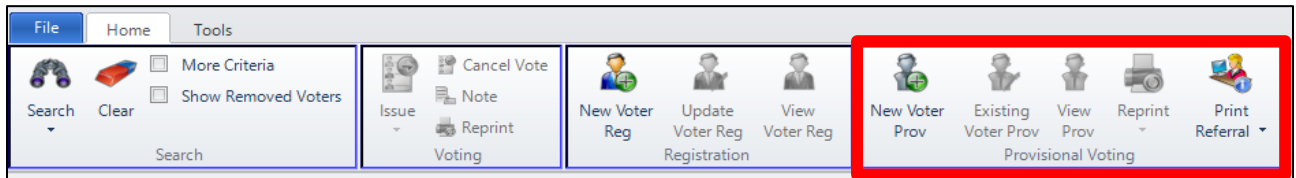
Process any voter who requires a Provisional Ballot.

Process any existing voter who is required to vote a Provisional Ballot.

Print new copies of necessary provisional documents.

Print new copies of Help Desk referral forms.

SECONDARY NAVIGATION BAR (TOOLS TAB)

STREET SEARCH	→	LOCAL SITE	→	OTHER SITE
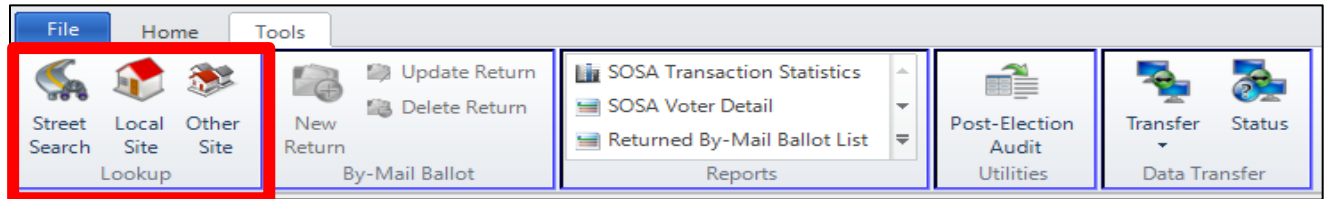
Search for street specific and jurisdictional information.

Displays information about the site.

Displays site information for the county.

SOSA TRANSACTION STATISTICS	→	SOSA VOTER DETAIL	→	SOSA PROVISIONAL POLLBOOK
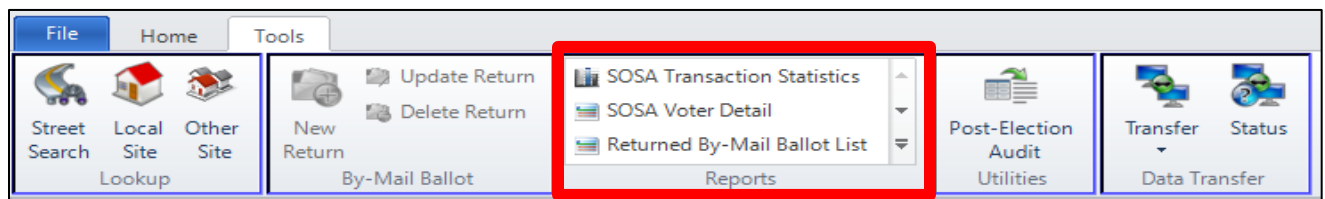
Displays SOSA transaction totals for the local machine.

Displays all voters that have been processed on the location machine. Do not use unless instructed to do so.

Displays all voters who have been processed in the provisional module of SOSA.
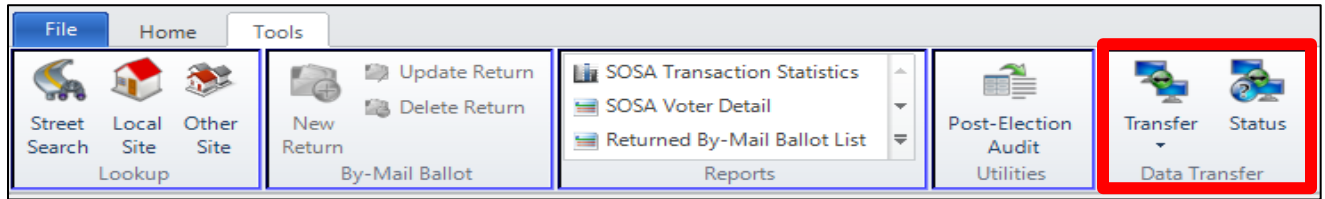
TRANSFER → STATUS

Used to complete the daily data transfer of voters.

Checks the status of a voter history transfer.

SOSA SYMBOLS AND SEARCH OPTIONS

Exhaust each search method prior to sending a voter to the Help Desk.

The following symbols will assist you with processing voters and will serve as guidelines for how to process voters and issue instructions:

Inactive Voter

Indicates that the selected voter is eligible to vote

Can indicate any of the following:
• Voter is Removed/Denied   • Voted has previously voted
• Voter is not eligible for the election (No Ballot style)

Indicates that the voter must provide proof of ID before voting (HAVA)

Indicates the voter does not have a ballot style for the election

Indicates the voter has been processed through the provisional module

Additional search options are available to expedite voter check-in:

% WILDCARD	DOB

Using the search option above, place a % symbol after the first three letters of the first and last name.

Example: Last name: SMI% | First name: JOH%

This search option will generate results for voters that match the characters entered. This will significantly expedite voter processing.

Using the date of birth field, enter in the voter's DOB and click search. This option will generate all voters with the entered DOB. It is important to clear out all other fields prior to completing this search.

PROCESSING A VOTER

Reminder: Photo identification is not required for the 2020 General Election unless required under HAVA.

1 Ask the voter to state his/her name and residence address.
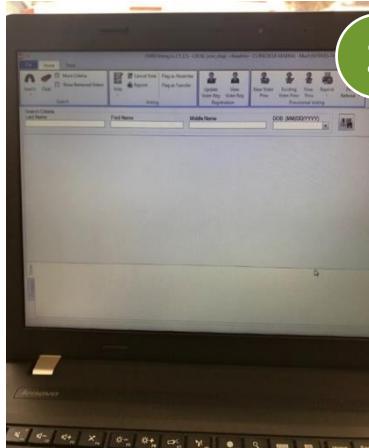
2 Enter the voter's last name and first name and click the **'Search'** button.

When utilizing the search options, enter the first three letters of the voter's first and last name followed by a % symbol.

Ex: George Washington – Was% Geo%

If the voter record is not found, perform a date of birth search by clearing all search information and enter the voter's birthdate. All registered voters with that date of birth will appear.

Exhaust all search options when looking for a voter registration record before directing the voter to the Help Desk

3 After locating the voter's record, select the correct record from the results pane.
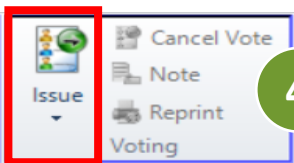
4 Verify the correct voter registration record. Repeat the voter's name and residence address and indicate that the voter is duly registered to vote in Durham County. Select the **'Issue'** button on the main taskbar.

5 Select the correct voting method indicating if a voter is inside the site or is voting at curbside. Click the **'Select'** button to print the One Stop Application.

6 It is important to make sure that the voter carefully reads the highlighted oath prior to signing the form.

7 The voter and One-Stop Official must sign Section A of the application. If it is a curbside voter, the curbside operator will handle all required signatures.

8 After the voter has signed the One-Stop Application, you must click the "Vote" button to ensure the voter receives voter history. <u>If you do not do this, you will have discrepancies at the end of the night</u>. If you need to adjust the voter's record, select "Update Voter." If you need to cancel the vote process, click "Cancel Vote."

9
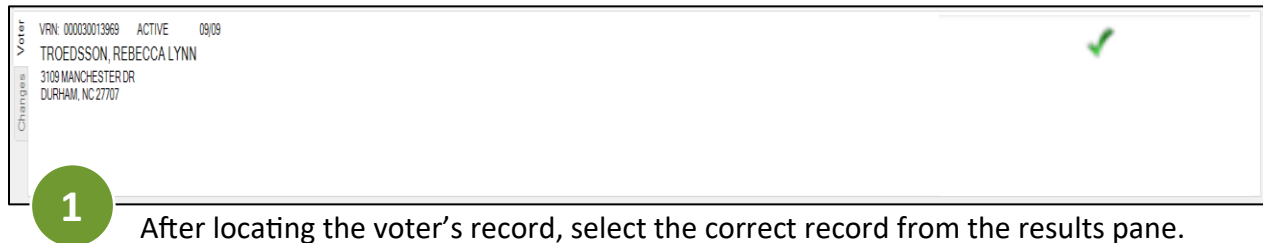
Direct the voter to the ballot verification table with the One Stop Application once the voter is successfully checked in.

NOTE: If the 'Vote' button has already been clicked for the voter, the voter record will update to indicate that the voter has already voted. This does NOT mean that the voter has already voted his/her actual ballot. It means that the voter has been successfully checked in on the electronic pollbook and is ready to receive his/her correct ballot from the Ballot Station. This information may also be verified by reviewing the 'Vote Date' under the displayed symbol. If the voter chooses not to vote, the voter history must be cancelled using the steps to cancel a voter.

If a voter's One Stop Application does not print, the steps to reprint voter documents must be followed.

NAME UPDATE
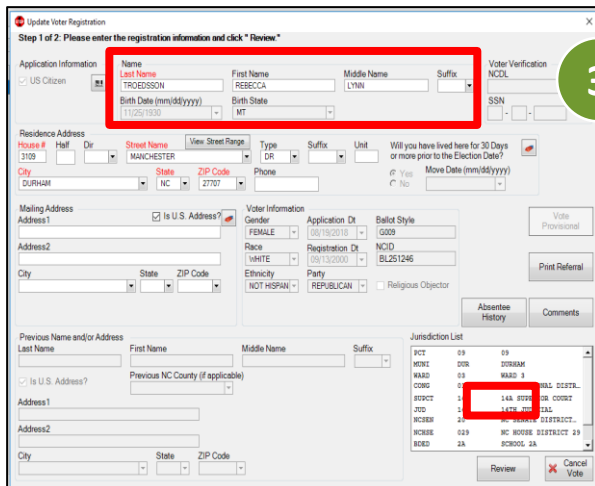
A name change is required anytime a voter indicates that their name of record is different from their current name.

1 After locating the voter's record, select the correct record from the results pane.
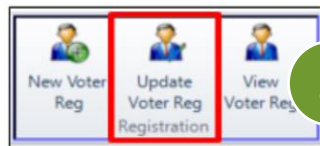
2 After entering the voter's name and completing a search, the voter is located. The voter indicates that s/he has had a recent name change. Click **'Update Voter Reg'** from the main taskbar to enter the voter's new name.

3 Clear out the applicable name fields. Enter the voter's new name in the name fields. Repeat the voter' name and residence address and indicate that the voter is duly registered to vote in Durham County. Click **'Review'**.

Select the correct voting method indicating if a voter is inside the site or is voting at curbside. Click the **'Select'** button to print the voter One Stop Application and Change Form.

4

5

The voter and One-Stop Official must sign section A of the application. If it is a curbside voter, the curbside operator will handle all signatures. The voter must also sign the Change of Name or Address form. Place the Change of Name or Address form in the "Changes" folder at your workstation.

Be sure the voter reviews this section before signing the document!

After the voter has signed the One-Stop Application, you must click the "Vote" button to ensure the voter receives voter history. **If you do not do this, you will have discrepancies at the end of the night.** If you need to adjust the voter's record, select "Back." If you need to cancel the vote process, click "Cancel Vote."

Direct the voter to the ballot verification table with the One Stop Application if the voter is presenting in-person.

NOTE: If the 'Vote' button has already been clicked for the voter, the voter record will update to indicate that the voter has already voted. This does NOT mean that the voter has already voted his/her actual ballot. It means that the voter has been successfully checked in on the electronic pollbook and is ready to receive his/her correct ballot from the Ballot Station. This information may also be verified by reviewing the 'Vote Date' under the displayed symbol. If the voter chooses not to vote, the voter history must be cancelled using the steps to cancel a voter.

If a voter's One Stop Application does not print, the steps to reprint voter documents must be followed.

ADDRESS UPDATE (RESIDENTIAL OR MAILING)
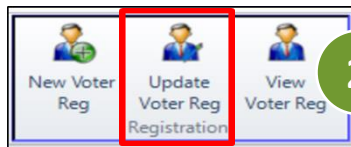
An address change is required anytime a voter indicates that he/she has moved or has a mailing address change.

IMPORTANT: Prior to proceeding with the address change, you must ask the voter if he/she has resided at their new address for at least 30 days. If the answer is yes, proceed with the address change. If the answer is no, the voter must vote based on their current residence on file.
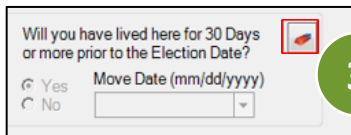
Mailing address changes can occur at any time.
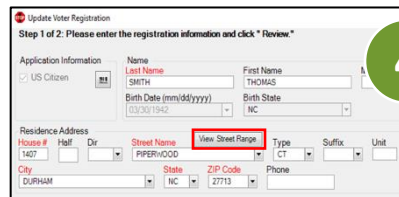
1   After locating the voter's record, select the correct record from the results pane.

2   Ask the voter to verify whether or not he/she has lived at the new residence for at least 30 days. After locating the voter and determining that he/she has an address change, select 'Update Voter Reg' from the main taskbar to enter in the voter's new address.

3   Click the red clear stamp and the address data in the residential address fields will depopulate.

4   After entering the house number and street name ONLY, click the 'View Street Range' button to see a list of ranges. The range selected will be based on whether the house number is Even (E) or Odd (O). Double click on the appropriate range and all fields excluding 'Unit' will populate. Be sure to add the unit number if required.

Be sure to ask the voter if s/he has a mailing address that needs to be added or changed!
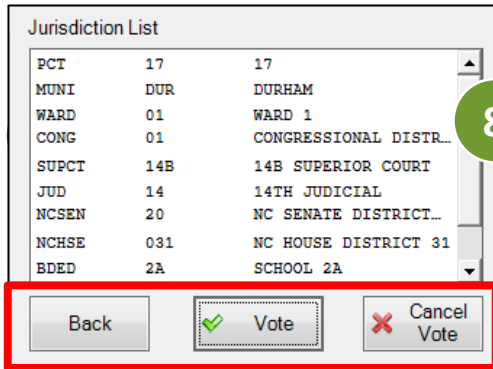
5 Repeat the voter' name and residence address and indicate that the voter is duly registered to vote in Durham County. Click 'Review' and ensure the voter's information was entered correctly.

6 Select the correct voting method indicating if a voter is inside the site or is voting at curbside.

Click the 'Select' button to print the One Stop Application and Change of Name or Address Form.

7 The voter and One-Stop Official must sign the One Stop Application. If it is a curbside voter, the curbside operator will handle all signatures. The voter must also sign the Change of Name or Address form. Place the Change of Name or Address form in the "Changes" folder at your workstation.

Be sure the voter reviews this section before signing the document!

After the voter has signed the One-Stop Application, you must click the "Vote" button to ensure the voter receives voter history. <u>If you do not do this, you will have discrepancies at the end of the night</u>. If you need to adjust the voter's record, select "Back." If you need to cancel the vote process, click "Cancel Vote."

Direct the voter to the ballot verification table with the One Stop Application if the voter is presenting in-person.

<u>NOTE</u>: If the 'Vote' button has already been clicked for the voter, the voter record will update to indicate that the voter has already voted. This does NOT mean that the voter has already voted his/her actual ballot. It means that the voter has been successfully checked in on the electronic pollbook and is ready to receive his/her correct ballot from the Ballot Station. This information may also be verified by reviewing the 'Vote Date' under the displayed symbol. If the voter chooses not to vote, the voter history should be cancelled using the steps to cancel a voter.

If a voter's One Stop Application does not print, the steps to reprint voter documents must be followed.

ADDRESS CHANGE LESS THAN 30 DAYS (<30 DAYS)

If the voter has lived at a new residence address for at least 30 days or more prior to Election Day, you may process the update. If the voter has not been at the new address for at least 30 days prior to Election Day, you will not update their address, but vote him/her at the current address. This voter would be processed under the "Processing a Voter" section of this manual.

A voter may take a registration form to complete and return to the Board of Elections once the voter has resided at the new address for at least 30 days.

OUT OF COUNTY VOTERS OR GEOCODE ISSUES

If a voter has a residential address that is not in Durham County's geocode, you will receive the following error message while attempting to update. All voters providing addresses responsive to this scenario, must be referred to the **Help Desk to vote a Provisional Ballot.**
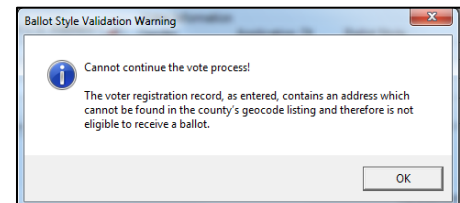
INACTIVE VOTER WITH OR WITHOUT RECORD CHANGES

An inactive voter is a voter that the Board of Elections has not been able to reach via mail, to confirm address, after two attempts. Although these are still registered voters, they require an update.

1

After locating the voter's record, select the correct record from the results pane. The voter record indicates that the voter is inactive.

2

Ask the voter if s/he has recently moved or has a different mailing address. *If the voter does not have any changes to his/her record or has not lived at his/her new address for at least 30 days, follow the same steps below to process the voter without making any changes to the voter record.*

3

To proceed with processing an inactive voter, select '**Update Voter Reg**'

4

The voter may make a change to his/her name, residential address, or mailing address when updating his/her voter record. If the voter is making a change to his/her name, clear out the applicable name fields and enter the voter's new name. If the voter is making a change to his/her residential address, click the 'View Street Range' button to see a list of address ranges. Choose between Even (E) and Odd (O) street numbers when using the street index. To update a voter's mailing address, use the red clear stamp by the mailing address field to clear any existing information and type in the voter's address in the appropriate fields.
Click 'Review'.

If there is no change to the voter record, click 'Review' and proceed to the next step.

5 Repeat the voter's name and residence address and indicate that the voter is duly registered to vote in Durham County. If you performed a mailing address change, please confirm that information with the voter. If changes are needed, click 'Back'. If everything is correct, click 'Vote' to print the OS Application. If the voter chooses not to proceed with the voting process, click 'Cancel Vote'.

6 Select the correct voting method indicating if a voter is inside the site or is voting at curbside. Click the 'Select' button to print the One-Stop Application and Change of Name or Address Form.

NOTE: Even if a voter did not make a change when going through the update process, a Change of Name or Address Form will print since the voter was in Inactive status. The voter will be required to sign this form even if there are not changes on the form to confirm that his/her record is correct.

Be sure the voter reviews this section before signing the document!

7

The voter and One-Stop Official must sign the One-Stop Application. If it is a curbside voter, the curbside operator will handle all signatures. The voter must also sign Section D of the Change of Name or Address form. Place the Change of Name or Address form in the 'Changes' folder at your workstation.

8

After the voter has signed the One-Stop Application, you must click the "Vote" button to ensure the voter receives voter history. If you do not do this, you will have discrepancies at the end of the night. If you need to adjust the voter's record, select "Back." If you need to cancel the vote process, click "Cancel Vote."

VRN: 000030166814   ACTIVE   35.3/35
WILLIAMS, HANNAH ARANSON
5104 TIMMONS DR
DURHAM, NC 27713

CANNOT VOTE
HAS PREVIOUSLY VOTED

Election Date: 11/06/2018
Voted Date: 11/06/2018
Ballot Style: G012
PCT/VTD: 35.3/35
Ballot ID: 000-20

9

Direct the voter to the ballot distribution table with the One-Stop Application if the voter   is presenting in-person.

NOTE: If the 'Vote' button has already been clicked for the voter, the voter record will update to indicate that the voter has already voted. This does NOT mean that the voter has already voted his/her actual ballot. It means that the voter has been successfully checked in on the electronic pollbook and is ready to receive his/her correct ballot from the Ballot Station. This information may also be verified by reviewing the 'Vote Date' under the displayed symbol. If the voter chooses not to vote, the voter history should be cancelled using the steps to cancel a voter.

If a voter's One-Stop Application does not print, the steps to reprint voter documents must be followed.

REPRINTING A ONE STOP APPLICATION/VOTER CHANGE FORMS

If a One Stop Application does not print due to toner, paper or other error, perform the following steps to reprint the form/s.
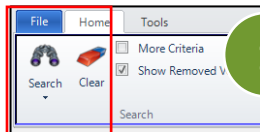
1 Use the **'Clear'** button to clear out the search fields. **'Search'** for the voter in the poll book. Once found, select the voter's record.
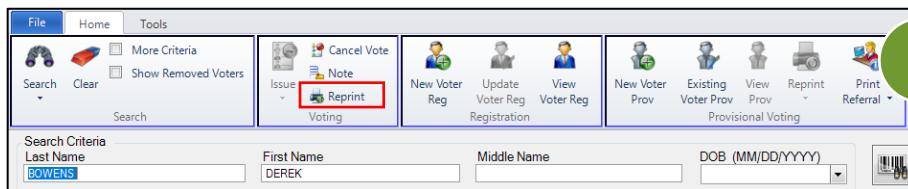

2 Select **'Reprint'** under the "Home" tab.

FLAGGING A VOTER AS CANCELLED

If you have checked in a voter in the electronic poll book and it is determined that this was done in error (examples: wrong voter chosen, or voter decides not to vote), you may cancel the vote on the machine that the voter was checked in on. If the voter needs to be checked in for any reason, he/she can be checked in on the same computer during One-Stop Voting.

Cancel the vote by following the steps below:
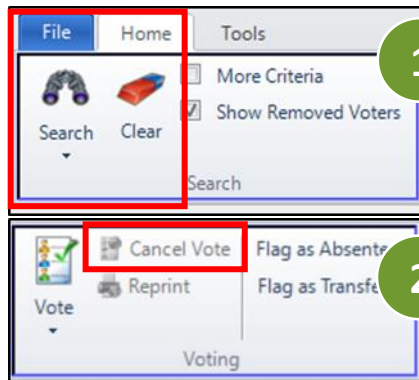
Use the 'Clear' button to clear the search fields. 'Search' for the voter in the poll book. Once found, select the voter record.

Select the 'Cancel Vote' button in the Voting pane.

In the Cancel Vote box, choose a reason from the drop-down menu. Be sure to provide details in the Comments section followed by your initials.

Example: Selected wrong voter by mistake - HZ.

Select 'Cancel Vote'. Mark through the One-Stop Application Form and write Cancelled. Then place the cancellation in your Spoiled Documents Folder.

NOTE: If the voter who was cancelled appears to vote, he/she can be processed on the same computer during One-Stop Voting. An incident report should be completed if this occurs!

PRINTING SOSA STATISTICS/DETAIL REPORTS

There are five reports that can be printed in SOSA. You can choose the parameters for each report before viewing and/or printing. The reports can be found under the "Tools" tab and will provide the following:

SOSA Transaction Statistics Report

This provides detail on the number of votes, new registrants, provisionals, updates, notes, and cancellations that are processed on a specific machine. This report is most useful during your machine to One-Stop Application to ballots cast audit.
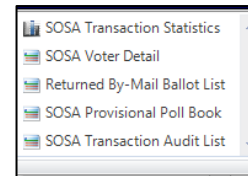
SOSA Voter Detail

This provides a detailed list of voters that have been processed on a specific machine at the One-Stop Site. This report is most useful during your machine to One-Stop Applications to ballots cast audit.

Returned By-Mail Ballot List

This provides a detailed list of voters' that have returned Absentee Ballots to the One-Stop Site. This report is most useful when auditing returned Absentee-By-Mail Ballots at the end of the night. If applicable, this report will go in the blue polybag with absentee-by-mail ballots.

SOSA Provisional Poll Book

This provides detail on the number of Provisional Ballots processed at the One-Stop Site. This report must be printed at the end of each night, if you processed provisional voters that day, and placed in the black polybag with Provisional Ballots.

SOSA Transaction Audit List

This provides detail on all transactions performed at the One-Stop Site. This report is most useful if you have a discrepancy between the number of One-Stop Applications, ballots cast, and machine totals.

DURHAM COUNTY BOARD OF ELECTIONS
SOSA TRANSACTION AUDIT LIST

Type = 'Absentee', Machine = '100', Date Range = 'ALL'
Machine (run from) = '100', Connection = 'LOCAL'

Name	Application Number	Record Type	Completed Vote Process	Process Date	Ballot ID
BOWENS, DEREK	OS-SORL-100-1	ISSUE VOTE	N	10/07/2018 10:13:35 PM	100-1
BOWENS, DEREK	OS-SORL-100-2	ISSUE VOTE	N	10/07/2018 10:14:10 PM	100-2
BOWENS, DEREK	OS-SORL-100-3	ISSUE VOTE	N	10/07/2018 10:15:55 PM	100-3
BOWENS, DEREK	OS-SORL-100-4	ISSUE VOTE	N	10/07/2018 10:16:23 PM	100-4
BOWENS, DEREK	OS-SORL-100-5	ISSUE VOTE	Y	10/07/2018 10:26:00 PM	100-5
HART, DEBORAH S	OS-SORL-100-6	UPDATE VOTER	N	10/07/2018 11:00:19 PM	100-6
ADAMS, OMELIA	OS-SORL-100-7	ISSUE VOTE	N	10/07/2018 11:54:39 PM	100-7

Complete:	1
Incomplete:	6
Total:	7

To print any of these reports, click the printer icon at the top of the document preview.

HELP DESK REFERRALS

Voters are directed from the Check-In Table to the Help Desk if:

- They are not listed in the poll book
- They need to show HAVA ID
- They have any other situation that requires a Provisional Ballot

NO VOTER SHOULD BE TURNED AWAY

One-Stop Officials shall not turn away any person who presents themselves to vote. Anyone who wishes to vote MUST be allowed the opportunity to do so. Be sure all voters review the affirmation section of all forms to ensure they are aware of eligibility requirements.

HELP DESK

The Help Desk is responsible for processing provisional voters, HAVA ID voters, voters with unrecognized addresses, and same day registrations.

PROCESSING A PROVISIONAL VOTER

After exhausting all search options, it may be determined that the voter must vote a provisional ballot. No voter should ever be turned away at the polls. Remember that the Same-Day registration option is available for voters who are not registered!
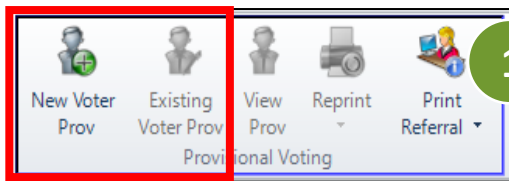
1 Select "New Voter Prov" to process the voter. If the voter is an existing voter, you can select "Existing Voter Prov". This option will prepopulate all information on the existing voter record.

2 Enter all information highlighted in yellow. This includes: U.S. Citizenship Confirmation, First and Last Name, Date of Birth, House Number and Street Name, 30-Day Residency Question, Gender, Race, Party, Phone Number, and SSN4. All fields in red are required to proceed with the provisional process.

After entering the required information, repeat the name and address information back to the voter.

3

4 Verify the voter's information and select 'Next' to move forward or select 'Cancel Vote' if the voter chooses not to move forward with the voting process.

Since the voter was not previously registered, the following prompt box will appear. Request that the voter present one of the acceptable forms of ID listed and click 'Select'. If the voter does not have one of the acceptable forms of ID, select 'NO ID' and proceed with the provisional process. If the voter chooses not to proceed with the provisional process, select 'Cancel'.

If you used the 'Existing Voter Prov' option for an existing voter, and the voter previously provided proof of ID, this prompt will not appear.

Enter the following information on the "Provisional (New) Data Entry" screen:
• Provisional Voting Reason
• If the voter is voting provisionally via curbside, check the "Curbside" box
• Ballot style issued will be auto-populated.

Recite the name and address back to the voter for verification. Click the 'Review' button to proceed with the provisional process.

Be sure the voter reviews this section before signing the document!

7

The prepopulated provisional application will print. Have the voter review the application and sign the "Voter's Affirmation of Eligibility to Vote" section. The One-Stop Official must sign where it reads "Election Official Signature". If you need to make changes on the application, click the 'Previous' button. Review the voter's information. Select "Vote" to process the voter.

8

The voter's provisional ballot instructions will print. If the voter was required to show ID and did not have it, place emphasis on the ID reminder section on the bottom of the form (highlighted in red).

PROVISIONAL BALLOT FORM EXAMPLE

PROVISIONAL VOTING APPLICATION - DURHAM COUNTY	ELECTION: 11/06/2018	PB NO: 35.3-101-6

Location Voted	35.3	PIN		Existing Voter VRN

VOTER REGISTRATION/UPDATE FORM

ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA? YES ☒ NO ☐
WILL YOU BE AT LEAST 18 YEARS OF AGE ON OR BEFORE ELECTION DAY? YES ☒ NO ☐
← IF YOU CHECKED "NO" IN RESPONSE TO EITHER OF THESE QUESTIONS, DO NOT COMPLETE THIS FORM.

LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX
BOWENS	DEREK		

RESIDENTIAL ADDRESS (STREET ADDRESS WHERE YOU NOW LIVE)	APT/LOT	CITY	STATE	ZIP	COUNTY
201 N ROXBORO ST		DURHAM	NC	27701	

MAILING ADDRESS	PHONE

HAVE YOU LIVED AT YOUR ADDRESS FOR 30 OR MORE DAYS? Yes ☒ No ☐
IF "NO," DATE MOVED?   NAME USED IN PREVIOUS REGISTRATION

PREVIOUS ADDRESS   PREVIOUS COUNTY

DATE OF BIRTH	BIRTH STATE/COUNTRY	GENDER	RACE	ETHNICITY	PARTY AFFILIATION
11/28/1987		☐ Male	☐ African American/Black	☐ Hispanic	☒ Democratic
NC DRIVER LICENSE NO.	LAST FOUR DIGITS OF SSN	☐ Female	☐ American Indian/Alaska Native	☐ Not Hispanic	☐ Republican
			☐ Asian ☐ White		☐ Libertarian
Check here if you do not have a NC DMV-issued driver license, identification card or a social security number: ☐			☐ Multiracial ☐ Other		☐ Unaffiliated
					☐ Other

VOTER'S AFFIRMATION OF ELIGIBILITY TO VOTE

I attest under penalty of perjury, that in addition to having read and understood the contents of this form, that: I   FRAUDULENTLY OR FALSELY COMPLETING THIS FORM IS A CLASS I

POLL WORKERS COMPLETE

Date Ballot Cast: _____
Voter's Name: _____
Poll Book No. _____
Voting Precinct: _____
Ballot Style Issued: _____

Indicate Provisional Voting Reason

☐ ADDRESS NOT FOUND   ☐ EXTENDED HOURS VOTING   ☐ PREVIOUSLY REMOVED
☐ ID NOT PROVIDED   ☐ JURISDICTION DISPUTE   ☐ UNREPORTED MOVE
☐ INCORRECT PARTY   ☐ VOTER ALREADY VOTED   ☐
☐ INCORRECT PRECINCT   ☐ NOT REGISTERED   ☐

Additional Notes for BOE
Write great notes and don't forget to sign your name so we know who to attribute notes to!

☐ INCORRECT PRECINCT: I am currently registered to vote in this county in _____ precinct; but I am requesting to vote today in _____ precinct; and I understand that my ballot may not be counted.

☐ On _____ I mailed or submitted a voter registration application to:
  ☐ DMV (License or ID No. _____)   ☐ Agency _____ (specify voter registration agency)
  ☐ County Board of Elections (specify county _____)   ☐ Other _____

☒ NO RECORD OF REGISTRATION
☐ UNRECOGNIZED ADDRESS   ☐ NO ACCEPTABLE ID
☐ VOTER ALREADY VOTED   ☐ VOTED DURING EXTENDED HOURS
☐ INCORRECT PARTY   ☐ JURISDICTIONAL DISPUTE: To the best of my knowledge,
☐ OTHER _____   information and belief, my current residence is within the following
                                voting district(s): _____
                                and I should be entitled to vote in that district's election today.

ID provided: NO ID PROVIDED

X _____
Election Official Signature

VRN:	Poll Book No.: 35.3-101-6		BALLOT STYLE ISSUED	G0005
SEIMS PRECINCT:		PARTY VOTED		
SEIMS BALLOT:	PIN: BL86-101-6			

OFFICIAL USE ONLY	Station	BOER90N96YJL	Voting Method	PROV ☐ Curbside	Voting Date/Time	11/06/2018 12:00:00 AM	V2017.04
	Site	35.3	Transaction ID	101-15	Operator Name	CBEADMIN	

1 Using the provisional application, complete the "POLL WORKERS COMPLETE" section on the front of the provisional envelope. Most of this information can be found on the bottom of the provisional application. Add good notes as necessary (See provisional ballot form example on previous page).

	A	B	C	
	Official Democratic Primary Ballot Durham County, North Carolina May 8, 2018	**PROVISIONAL**		**D002**

2 Take the provisional application over to the ballot distribution station to retrieve the appropriate ballot.

3 Once the ballot is retrieved from the ballot distribution station, place the provisional application in the clear plastic sleeve of the envelope and seal.

4 Ensure that the ballot has been tri-folded prior to giving it to the voter.

5 Instruct the voter to sit behind the privacy screen or the booth designated for provisional voters and provide the voter the ballot and provisional envelope. If the voter requires additional assistance, notify the Site Coordinator.

6 The voter must place his/her ballot in the provisional envelope and return it to you.

7 Place the sealed envelope in the designated polybag.

HAVA ID VOTER

Certain first-time voters who registered by mail and did NOT provide their Driver's License Number OR the last 4 digits of their Social Security Number on their registration form are required to show a HAVA ID as required by FEDERAL law. All HAVA ID required voters will be assisted at the Help Desk.

Acceptable types of HAVA ID are as follows:

Current and valid photo ID

- NC driver license or identification card
- Photo ID from a government agency

Document showing name and current address of the applicant:

- Current utility bill: telephone; mobile phone; electric or gas ; cable television; water or sewage
- Current bank statement or bank-issued credit card statement
- Government paycheck; invoice; letter; or any other document from a local, state, or U.S. government agency
- Property tax bill
- License to hunt, fish, own a gun, etc.
- Automotive registration
- Public housing or Social Service Agency document
- Paycheck or paycheck stub from an employer or a W-2 statement
- Birth Certificate (must have current address)
- Student photo ID showing current in-county address of the student, or an official document from the school showing student's name and address
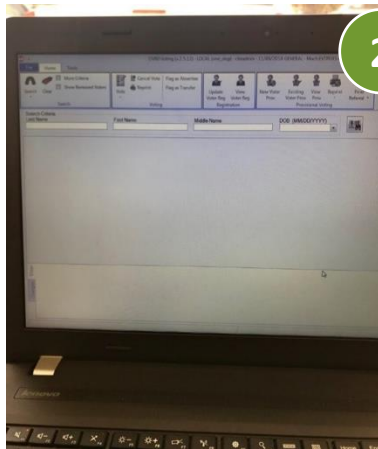
If voters required to show HAVA ID do not have one of the acceptable ID types to satisfy the HAVA requirement, the voter must proceed with the provisional process. Check-in operators will be provided with a copy of the "Notice to Voters with No Acceptable ID" document.

PROCESSING A HAVA ID VOTER

Voter ID is not required for the 2020 General Election. Only certain voters who still need to meet federal HAVA ID requirements must present one of the IDs listed below in this section.

1 Ask the voter to state his/her name, current residence address, and party affiliation (in a partisan primary election only).

2 Enter the voter's last name and first name and click the 'Search' button.

When utilizing the search options, enter the first three letters of the voter's first and last name followed by a % symbol.

Ex: George Washington – Was% Geo%

If the voter record is not found, perform a date of birth search by clearing all search information and enter in the voter's birthdate. All registered voters with that date of birth will appear.

Exhaust all search options when looking for a voter registration record before directing the voter to the Help Desk if they cannot be found in SOSA.

VRN: 000030323882   ACTIVE   35.3/35
ADAMS, OMELIA
130 EMERALD CIR
DURHAM, NC 27713

3

After locating the voter's record, select the correct record from the results pane. After locating the voter, you notice that the HAVA ID symbol is underneath the green checkmark.
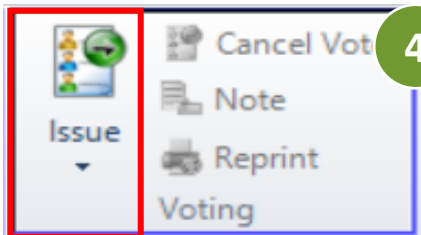
4 Repeat the voter's name and residence address and indicate that the voter is duly registered to vote in Durham County. Select the 'Issue' button on the main taskbar.

The HAVA ID prompt will appear. Provide the voter with the list of acceptable ID's. Non-photo ID documents must include the voter's name and current residence address. <u>Please note that the voter may provide one of the documents listed on the "Notice to Voters with No Acceptable ID" form via electronic means.</u>

If the voter does not have one of the ID's listed, click 'Cancel' and begin the provisional voting process with the voter.

If the voter has one the acceptable forms of HAVA ID, choose the type of ID presented and click 'Select'.

Select the correct voting method indicating if a voter is inside the site or is voting at curbside. Click the **'Select'** button to print the One Stop Application.

7

The voter and One-Stop Official must sign Section A of the One Stop Application. If it is a curbside voter, the curbside operator will handle all required signatures.

Be sure the voter reviews this section before signing the document!

8

After the voter has signed the One-Stop Application, you must click the "Vote" button to ensure the voter receives voter history. If you do not do this, you will have discrepancies at the end of the night. If you need to adjust the voter's record, select "Back." If you need to cancel the vote process, click "Cancel Vote."

VRN: 000030323882   ACTIVE   35.3/35

ADAMS, OMELIA

130 EMERALD CIR
DURHAM, NC 27713

CANNOT VOTE
HAS PREVIOUSLY VOTED

Election Date:	11/06/2018
Voted Date:	11/06/2018
Ballot Style:	G012
PCT/VTD:	35.3/35
Ballot ID:	000-19

9

Direct the voter to the ballot verification table with the One Stop Application if the voter is presenting in person.

NOTE: If the 'Vote' button has already been clicked for the voter, the voter record will update to indicate that the voter has already voted. This does NOT mean that the voter has already voted his/her actual ballot. It means that the voter has been successfully checked in on the electronic pollbook and is ready to receive his/her correct ballot from the Ballot Station. This information may also be verified by reviewing the 'Vote Date' under the displayed symbol. If the voter chooses not to vote, the voter history should be cancelled using the steps to cancel a voter.
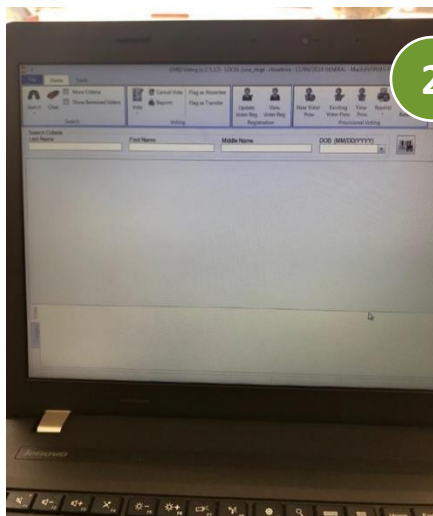
If a voter's One Stop Application does not print, the steps to reprint voter documents must be followed.

PROCESSING A SAME-DAY REGISTRATION

During the One-Stop Voting Period, individuals who are not registered to vote, and meet all other requirements under the law, may register to vote. All same day registrants <u>must provide a proof of residency document as shown on the "Notice to Same-Day Registrants Form"</u>. This form can be found in the "Elections Administration" folder on the Help Desk computer.

1 Ask the voter to state his/her name, current residence address, and party affiliation (in a partisan primary election only).

2 Enter the voter's last name and first name and click the 'Search' button.

When utilizing the search options, enter the first three letters of the voter's first and last name followed by a % symbol.

Ex: George Washington – Was% Geo%

If the voter record is not found, perform a date of birth search by clearing all search information and enter in the voter's birthdate. All registered voters with that date of birth will appear.

Exhaust all search options when looking for a voter registration record before directing the voter to the Help Desk if they cannot be found in SOSA.

Ask the voter if s/he has one of the forms of ID listed on the "Notice to Same-Day Registrants" form with current name and address.

3 If the voter does not have one of the forms of identification listed, you may start the provisional process. Before beginning the provisional process, let the voter know that s/he may return before the close of the early voting period, with acceptable ID, to continue the Same-Day Registration process.

Please note that the voter may provide one of the documents listed on the notice of same-day registrants form via electronic means excluding a current and valid photo ID.
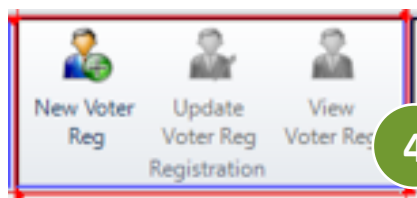
4 If the voter has one of the acceptable forms of ID, click the "New Voter Reg" button.

5 Obtain the following information to key into the new registration screen:

- Confirmation of U.S. Citizenship
- Last Name
- First Name
- Date of Birth
- Residential Address
  Note: If you are using a general campus address to register a student residing on campus, please be sure to obtain a separate mailing address.

- 30- Day Residency Question
- Gender
- Race
- Party
- SSN4

NOTE: Remember, when entering the residential address, you only need to put in the "House #" and "Street Name". Once you do this, click the "View Street Range" button and select the appropriate range based on the house number (Even or Odd).

If the voter is a student and lives on campus, you may use the following address for Duke University and NCCU if applicable (Be sure to get a mailing address!):

- 1801 Fayetteville Street (NCCU)
- 1 Duke University East Campus (DUKE)
- 1 Duke University West Campus (DUKE)

6 Recite the name and address to the voter for verification. If changes are needed, make the appropriate edits. If the voter does not want to proceed with the process, click 'Cancel Vote'. Click the 'Review' button.

7 Select the type of ID provided by the voter (Remember, acceptable documents (not Photo ID) can be presented electronically.) Click 'Select'.

8 Select the correct voting method indicating if a voter is inside the site or is voting at curbside. Click the 'Select' button to print the One Stop Application.

9

The North Carolina Voter Registration Application will print. Have the voter review and sign the document. If there are errors on the registration form, click **'Back'** to make updates. Please place the North Carolina Voter Registration Application into the red "Same-Day Registrants" folder. Otherwise, click **'Vote'** to proceed.

10 The voter and One-Stop Official must sign in Section A of the One-Stop Application. If it is a curbside voter, the curbside operator will handle all required signatures.

Be sure the voter reviews this section before signing the document!

11

Direct the voter to the ballot verification table with the One-Stop Application if presenting In-person.

NOTE: If the 'Vote' button has already been clicked for the voter, the voter record will update to indicate that the voter has already voted. This does NOT mean that the voter has already voted his/her actual ballot. It means that the voter has been successfully checked in on the electronic pollbook and is ready to receive his/her correct ballot from the Ballot Station. This information may also be verified by reviewing the 'Vote Date' under the displayed symbol. If the voter chooses not to vote, the voter history should be cancelled using the steps to cancel a voter.

CANCELLING A SAME-DAY REGISTRATION

If the 'Vote' button is clicked for a voter, the voter record will update to indicate that the voter has already voted. The voter will have a printed Same-Day Registration Form and One-Stop Application once he/she is successfully checked in as a new voter. If a voter completes this process and decides to vote at a later time, the same-day registration cannot be cancelled in the SOSA voting application.

Write Spoiled on the One-Stop Application. Keep the Same-Day Registration Form and One-Stop Application Form together.

The Site Coordinator must complete a detailed Incident Report for the voter stating his/her intent to not complete the voting process. Include the voter's information on the form and attach the voter's Same-Day Registration Form and spoiled One-Stop Application to the Incident Report. Return the form to the BOE that day for the nightly audit.

IMPORTANT NOTE: Since this cancellation cannot occur in the SOSA voting application, the closing totals for One-Stop voter history will be greater than the ballots cast at closing. It is important to account for this occurrence to reconcile your totals. The BOE will reconcile this count for your site upon receiving the produced records and incident report at the nightly audit.

STUDENT ADDRESS VERIFICATION DATABASE (USED FOR SAME DAY REGISTRATION)

Students may use their identification card issued by their respective educational institution when presenting to do Same-Day Registration. If an educational institution issued identification card is presented from a campus with residential housing, but the identification card does not have the prospective registrant's current address, you will be able to utilize the student address verification database below to verify residency. If the voter cannot be found in this database, another form of ID will need to be produced with the voter's current name and residence address.

USING THE STUDENT ADDRESS VERIFICATION DATABASE

Once you receive the student identification card from the prospective registrant, complete the following to confirm residency on campus:
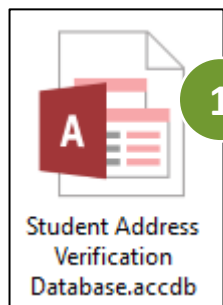
Open the Student Address Verification Database. This is found on the desktop of the Help Desk laptop.

The Student Address Verification Database will open. Enter the voter's first name and last name, in full or in part, and click the "Search" button.

- Note that if you have a student by the name of "Derek Bowens", you can enter "Der" and "Bow" and the database will pull back any individual with those letter combinations in their name. You can also do a search on First OR Last Name only.

	Student Address Verification Database		
First Name Goff	**Last Name** Alexander Wilson	**Residence Hall** Few Quad	**Address** House HH	**School** Duke
First Name Hoyle IV	**Last Name** Wilson Smith	**Residence Hall** Edens Quad	**Address** House 2C	**School** Duke
First Name Stephenson	**Last Name** Wilson Southam	**Residence Hall** East Neighborhood 3	**Address** Gilbert-Addoms	**School** Duke

3 If the student is in the database, a report will appear with the student's name and on-campus residence. The report will also include the applicable institution.

4 If the voter is found, the student identification card can be used to satisfy the proof of residency requirement for Same-Day Registration.

CHAPTER 7
CLOSING

BOE EARLY VOTING CONTACT: 919-560-0700

CLOSING THE ONE-STOP SITE

Completing the closing checklist will ensure the site is closed properly each evening. Site Coordinators must contact the BOE each evening with the final count for the day before arriving at the BOE Warehouse for supply drop off.

CLOSING CHECKLIST

The site will close promptly after the last voter in line has voted unless otherwise instructed by the Board of Elections. These checklists will provide detailed instructions for closing procedures for each night of One-Stop and the final evening of One-Stop. The Site Coordinator will be responsible for returning all required supplies and equipment to the Board of Elections on a nightly basis and completing specific tasks for the last night of One-Stop Voting.

These forms can be found in the Site Coordinator Binder. Once all of the steps are completed on the "Final Day of One-Stop: One-Stop Closing Checklist," the Site Coordinator and Assistant Site Coordinators must sign off on the checklist.

ONE-STOP FINAL NIGHT

CLOSING CHECKLIST

ONE-STOP VOTING

ONE-STOP NIGHTLY

CLOSING CHECKLIST

ONE-STOP VOTING

The Site Coordinator and designated Assistant Site Coordinators must complete the following tasks each evening of One-Stop after the polls close (except the final day of One-Stop).

COMPLETE IMMEDIATELY

☐ **Site Coordinator Promptly at the Time the Polls Close:** Announce that the polls are closed using the Site Coordinator's timepiece.

☐ **Site Coordinator:** Provide a designated Site Worker with the tickets from the black rolling tote to monitor the outside line. Any voters in line by closing must be issued a ticket and will be permitted to vote. (Distribute tickets from the back of the line to the front of the line to ensure anyone in line by closing received a ticket). Instructions for closing line management are in the Admin Box.

☐ **All Site Workers:** After the last voter has cast their ballot, members of the public are permitted inside of the site to observe. They may not disrupt the closing process in any way.

☐ **Site Coordinator:** After the last voter has cast their ballot, complete the Daily Count Form on the Help Desk Computer to electronically submit daily counts to the BOE.

Durham Board of Elections: One-Stop Nightly Closing Checklist | 1

NIGHTLY CLOSING

Following each day of early voting, the Site Coordinator will be responsible for overseeing the closing and return of essential materials to the Board of Elections Warehouse. The Board of Elections will provide a nightly closing checklist that will include the following:

- Reconcile Ballots (Regular, Absentee, Provisional and Spoiled)
- Conduct data transfers
- Print required reports
- Reconcile One-Stop Applications
- Reconcile Machine Counts
- Reconcile Same Day Registration Applications
- Reconcile Address Updates
- Ensure completion of timesheets (15 MINUTE INCREMENTS)
    - Site Coordinator's must initial time entries each day!
- <u>Ensure unvoted ballots are under lock and key</u>
- Ensure completion of nightly audit form (In duplicate – Bring one to the Board of Elections)
- Return Supplies (Site Coordinator/Closer)
- Complete other requirements on the One-Stop Daily Reconciliation Form
- Call in final counts to the Board of Elections
- Clean all machines and surfaces to comply with COVID-19 protocols

SITE CLOSING

Using the timepiece of the Site Coordinator, announce that the polls are closed. If required, use the "Closing Line Instructions", found in the Admin box.

NIGHTLY CLOSING OF THE DS200 TABULATOR

Do NOT close the polls on the DS200 during One Stop Voting.

Do NOT close the polls on the DS200 tabulator during One Stop. To secure the DS200 tabulator prior to leaving the site each night, follow the instructions below to shut down and lock the lid of the machine.

1 The Site Coordinator will check the emergency bin using the blue ballot box key.
If there are any ballots in the emergency bin, the Site Coordinator and Assistant Site Coordinators will place the ballots into the tabulator before the polls are closed on the machine. Refer to the emergency bin procedures section for instructions on accessing the emergency bin.

2 The Site Coordinator will use the round tabulator key to open the side panel to power down the tabulator. Open the panel and press the 'Power' button for five seconds.
Do NOT press the "Close Poll" button during One-Stop.
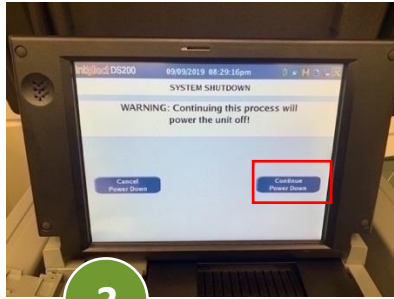
3 A warning message will appear that asks you to confirm processing with the system shutdown. Select "Continue Power Down" to shut down the machine overnight. This function will not close the polls on the tabulator.

If you do not wish to proceed with powering down the tabulator, press "Cancel Power Down"

A message will print to confirm the date and time that the tabulator was powered down. Leave this message attached to the tabulator until opening each morning.
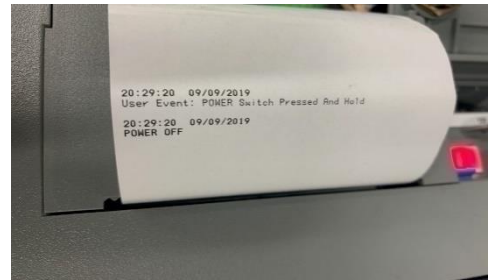
4 🔑

The Site Coordinator will fold down the main screen inside of the outside shell and use the tabulator key to lock it in place.

NOTE: The tabulator must remain plugged in and charging.
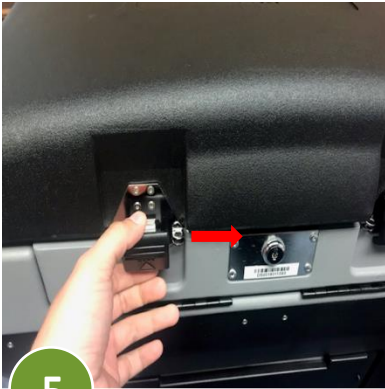
5 🔑

The Site Coordinator will pull down the outer shell, latch the clamps on both sides, and use the blue ballot box key to lock the box.

NIGHTLY CLOSING OF THE AUTOMARK

1 🔑

To turn off the Automark, the Site Coordinator will insert the red key and turn it to the left to the 'off' position. This must be completed each night of One-Stop.

DATA TRANSFER

After the site has closed, on each machine, you will need to perform an electronic transfer to the Board of Elections. To complete this, do the following on each machine.

1   Click the "Tools" tab

2   Click the "Transfer" button and select "Electronic"
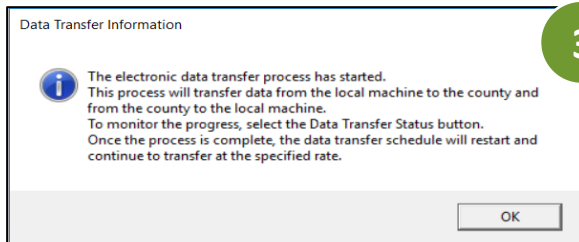
3   Click "OK" to the data transfer message that appears.
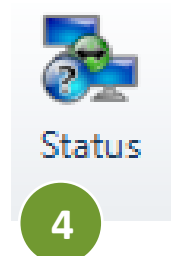
4   Click the **"Status"** button to confirm that the transfer was completed and occurred after the close of the site and the last voter has voted.
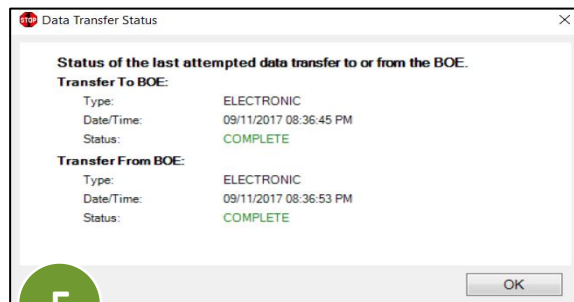
5   If there are any issues completing the transfer, call the Board of Elections immediately!

REQUIRED ITEMS FOR THE ONE STOP NIGHTLY AUDIT

The Site Coordinator is responsible for returning the following items and all required documentation to the Board of Elections each night.

BALLOT RETURN

Regular Ballots

After the site has closed, and in the presence of a bi-partisan team, remove the voted ballots. Complete the following with the voted ballots:

- Count the regular ballots and **record on One-Stop Daily Reconciliation Form**
- Organize the ballots and bind them with a rubber band or binder clip
- Place the ballots in the white polybag designated for voted ballots
- Complete the label on the exterior of the white bag (Site Coordinator and two (2) Assistant Site Coordinators)

Absentee-By-Mail Ballots

After the site has closed, and in the presence of a bi-partisan team, count the Absentee-By-Mail Ballots that have been placed in the blue polybag:

- Count the Absentee-By-Mail Ballots and **record on One-Stop Daily Reconciliation Form**
- Run and Print the "Returned By-Mail Ballot List" for the day, using the instructions found in the SOSA section of this manual and place in the bag with the Absentee-By-Mail Ballots (If applicable). The number on this report must match the total number of physical Absentee-By-Mail Ballots.
- Complete the label on the exterior of the blue bag (Site Coordinator and two (2) Assistant Site Coordinators)

Machine-Rejected Ballots

After the site has closed, and in the presence of a bi-partisan team, count the Machine-Rejected Ballots that have been placed in the yellow polybag:

- Count the machine-rejected ballots and record on the One-Stop Daily Reconciliation Form
- Organize the machine-rejected ballots
- Complete the label on the exterior of the yellow bag (Site Coordinator and two (2) Assistant Site Coordinators)

Provisional Ballots

After the site has closed, and in the presence of a bi-partisan team, count the Provisional Ballots that have been placed in the black polybags:

- Count the Provisional Ballots and **record on One-Stop Daily Reconciliation Form**
- Organize the Provisional Ballots
- Run and Print the "SOSA Provisional Poll Book" for the day, using the instructions found in the SOSA section of this manual and place in the bag with the Provisional Ballots (if applicable). The number on this report must match the total number of physical Provisional Ballots
- Complete the "Cancelled Provisional Log" if necessary
- Complete the label on the exterior of the black bag (Site Coordinator and two (2) Assistant Site Coordinators)

Spoiled Ballots

After the site has closed, and in the presence of a bi-partisan team, count the spoiled ballots that have been placed in the red polybag. Complete the following:

- Count the spoiled ballots and **record on the One-Stop Daily Reconciliation Form**
- Organize the spoiled ballots
- Complete the label on the exterior of the red bag (Site Coordinator and two (2) Assistant Site Coordinators)

The total number of ballots cast must equal the number of One-Stop Applications and machine counts on the laptops. If there are discrepancies, you must complete an incident report.

ONE-STOP APPLICATIONS

Following the close of the polls, count the One-Stop Applications and be sure to keep them organized by machine number! Bind these forms together with a rubber band or binder clips by machine and count. The number of One-Stop Applications should match the total ballots cast for the day. **This number must go on the One-Stop Daily Reconciliation Form.**

Once the forms are counted by machine, use the "Printing SOSA Statistics/Detailed Reports" instructions in the SOSA section of this manual to print a SOSA Transaction Statistics report from each machine. Verify the following for each machine:

- Number of "Actual Votes" matches the total number of One-Stop Applications for that machine.

If the numbers do not match for one or more of the machines, you will need to use the "Printing SOSA Statistics/Detailed Reports" instructions to print a SOSA Transaction Audit List, from the applicable machine, to perform an audit of all transactions until discrepancies are resolved. If discrepancies cannot be resolved, an incident report must be completed.

Once the One-Stop Application audit is complete, place each SOSA Transaction Statistics report on top of the appropriate bundle of applications for that machine. If you are not able to reconcile your one-stop application and/or ballot to the actual vote counts, contact the Board of Elections immediately.

RESOURCES

Each One-Stop Site will be provided with an electronic form that can be used to assist with audit functions. This form can be found in the "Elections Administration Folder" found on the desktop of each Help Desk laptop.

The following tools will be provided:

NIGHTLY RECONCILIATION CALCULATOR

This is an electronic version of the One-Stop Daily Reconciliation form that will auto-calculate totals as data is entered into the form.

BALLOT ISSUANCE TRACKER

This is an electronic form used to track how many ballot styles the site has utilized each day. This form will auto-calculate totals as data is entered into the form.

PROVISIONAL AND SPOILED BALLOT COUNTS

This is an electronic form used to track the number of provisional and spoiled ballots received. This data will be required to complete the ballot reconciliation form on the final day of early voting. This form will auto-calculate totals as data is entered into the form.

TABULATOR MATCH SHEET

This is an electronic form used to track site reconciliation each hour. This form will auto-calculate totals as data is entered into the form.

COMPLETING THE ONE-STOP DAILY RECONCILIATION FORM

To complete the One-Stop Daily Reconciliation form found in the Site Coordinator Binder, you will need to obtain the following counts. Two copies must be completed (One for the BOE and one for the Site to keep):

BEGINNING UNUSED BALLOT COUNT
This is the total number of unused ballots that the site had at the beginning of the day. This number can be found on the previous day's One-Stop Daily Reconciliation Form. This number should be confirmed by the Site Coordinator and Assistant Site Coordinators.

DAILY BEGINNING COUNT
This is the number of ballots on the DS200 at the time of opening. The number on the DS200 must match the Daily Ending Count for the previous day.

DAILY ENDING COUNT
This is the total number of ballots cast on the DS200 for the full early voting period thus far.

DAILY BALLOTS CAST
This is the total number of ballots cast at the site for the day.

DAILY ONE-STOP APPS
This is the total number of One-Stop Applications received at the site for the day.

SOSA LAPTOP NUMBER
This is the number found on the exterior face of the laptop. This number corresponds to a particular batch of One-Stop Applications.

SOSA LAPTOP COUNT
This is the total number of voters processed on each individual laptop. This number can be found in the "Actual Votes" column of the SOSA Transaction Statistics reports.

WRITE-IN BALLOTS
The total number of write-in ballots at the site for the day.

SPOILED BALLOTS
Total number of spoiled ballots received at the site for the day (Found in the red polybag).

MACHINE-REJECTED BALLOTS
Total number of machine-rejected ballots received at your site for the day (Found in the yellow polybag).

ABSENTEE-BY-MAIL BALLOTS
Total number of Absentee-By-Mail Ballots received at the site for the day (Found in the blue polybag).

PROVISIONAL BALLOTS
Total number of Provisional Ballots received at the site for the day (Found in the black polybag).

REGISTRATION UPDATES
Total number of registration updates received at the site for the day. This number should match the cumulative number of update counts on the SOSA Transaction Statistics reports.

SAME-DAY REGISTRATIONS
Total number of Same-Day Registrations processed/received at the site for the day. This number should match the cumulative number of Same-Day Registration counts on the SOSA Transaction Statistics reports.

ENDING UNUSED BALLOT COUNT
This is the total member of remaining unused ballots at the site. This number is obtained by utilizing the following formula:

[Beg. Unused Ballot Cnt.] + [New Supplemental Ballots]– ([Daily Ballots Cast] + [Provisional Ballots] + [Spoiled Ballots] +[Machine-Rejected Ballots])

NIGHTLY RETURN TO THE BOARD OF ELECTIONS

Following the reconciliation of the site, place the following materials into the red rolling tote (Bound loose forms together by a rubber band or paper clip, and keep One-Stop Applications separated by machine and SOSA Statistics Report):

- Voted Ballots in White Polybag(s)
- Provisional Ballots in Black Polybag
- Spoiled Ballots in Red Polybag
- Absentee Ballots in Blue Polybag
- Machine-Rejected Ballots in Yellow Polybag
- One-Stop Applications
- Same Day Registrations
- Address Updates
- One-Stop Reconciliation Form (1 of 2)
- Cancellations/Miscellaneous forms
- Completed Timesheets (Sundays only)

PRIOR TO LEAVING THE SITE EACH EVENING

Prior to leaving the One-Stop Site, ensure the following:

- The SOSA Application is closed on each laptop and the laptop is logged out
- Unused Ballots are locked in designated area
- All White A-Frame Signs are retrieved from the exterior of the site and brought inside
- The feathered flag is retrieved
- Facility is organized for the following morning
- All surfaces and machines have been cleaned according to COVID-19 protocols
- 'I Voted' stickers have been separated and left on exit table for the next day's voters
- Facility is locked (DO NOT LEAVE IF UNLOCKED!)
- Each site coordinator must return their machine/facility keys on the last night of their last shift.

FINAL NIGHT RETURNS TO THE BOE

Prepare the following materials for return to the BOE and organize the site to prepare for the Board of Elections arrival at the site.

On the final day of One-Stop Voting, the Site Coordinator will be responsible for ensuring the following:

- Complete regular closing tasks
- Complete the ballot reconciliation form
- **DO NOT** CLOSE THE POLLS ON THE DS200!!

FINAL NIGHT AUDIT RETURN

- Voted Ballots in White Polybag(s)
- Provisional Ballots in Black Polybag
- Spoiled Ballots in Red Polybag
- Absentee Ballots in Blue Polybag
- Machine-Rejected Ballots in Yellow Polybag
- One-Stop Applications
- Same Day Registrations
- Address Updates
- Ballot Reconciliation Form
- One-Stop Daily Reconciliation Form
- Cancellations/Miscellaneous forms
- Site Coordinator Binder
- Timesheet Binder
- Laptops Packed in Laptop Boxes (Mice, Mousepads, and Power cords)
- Machine/Facility Keys
- Site Cell Phone

PRIOR TO LEAVING THE POLLING PLACE

Once all tasks have been completed, the **Site Coordinator** may return to the Board of Elections with all required supplies reflected on the Final Day Closing Checklist. All other One-Stop Officials must complete the following prior to leaving the site:

- Pack all station supplies (Registration, Ballot, and Help Desk) back into the Black Rolling Tote and Admin Box.
- Breakdown all voting booths
- Pack all printers and cables back into the designated boxes
- Bring all exterior signs into the One-Stop Site and stack them neatly against a wall
- Take down all interior signage and stack them neatly in your sign bag
- Organize the site

Discard all trash, literature, food and drinks left by voters and/or One-Stop Officials. The voting site should be in the same condition in which it was found upon arrival.

The Assistant Site Coordinators will remain at the site to ensure security and wait for the Board of Elections. Once the Board of Elections has completed all of these tasks, Assistant Site Coordinators are permitted to leave the site. Verify that the facility is secure prior to leaving.

BALLOT RECONCILIATION

The Site Coordinator and Assistant Site Coordinators are responsible for completing the Ballot Reconciliation Form received at supply-drop off for the respective One-Stop Voting Site. The Site Coordinator and Assistant Site Coordinators will be required to do the following:

- Count Unused Ballots by Ballot Style
- Reconcile Total Ballots Issued
- Reconcile Total Ballots Used
- Verify Total Ballots Returned

FINAL NIGHT OF ONE-STOP: CLOSING OF THE AUTOMARK

1 To turn off the Automark, the Site Coordinator will insert the red key and turn it to the left to the 'off' position. Retrieve the black Automark box for packing.

2 Unplug the power cord and headphones. Store those items in the black compartments in the front of the Automark box.
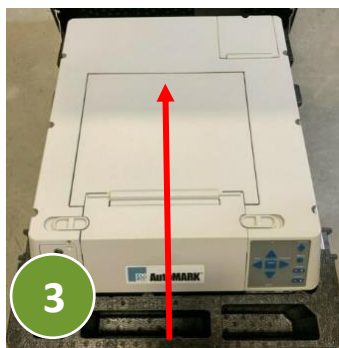
3 Once the machine is turned off, fold the main screen down and place the cover over the screen. Pack the Automark in the black Automark case.

4 Lock the Automark box and store it in the designated area for all supplies that retrieved by the Board of Elections.

VOTING BOOTH BREAKDOWN:
FRANKLIN VOTING BOOTH

1

Fold the top flaps down on each side.

2

Press the black button on each leg to close them.

3

Lift and fold the blue writing table up on each side.

4

Fold each corner into one block.

5

Secure the red latch once all ends are folded.

6

Secure the black clasp to lock the booth into place.

VOTING BOOTH BREAKDOWN: GRAY BOOTH

1

Fold the top flaps in, then fold them backwards.

2

Secure the lid of the booth and turn it over.
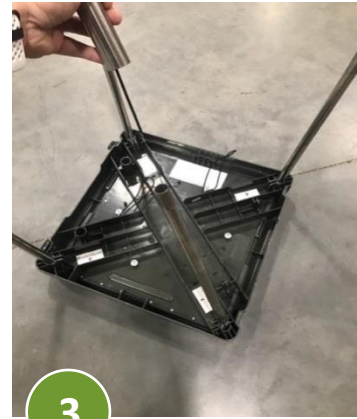
3

Breakdown the legs of the voting booth.

4

Fold and secure the legs with the attached rope.

5

Fold over and secure two booths together.

ADA LEG ADAPTER KIT OPTION FOR GRAY VOTING BOOTH (BLACK ROLLING TOTE)

1

Breakdown the legs used for ADA compliance.

2

Place the legs in the blue kit.

3

Return the packed kit to the red supply tote.

VOTING BOOTH BREAKDOWN: BLUE BOOTH

1

Fold the side flaps of the voting booth down.

2

Secure the power cord inside of the booth.
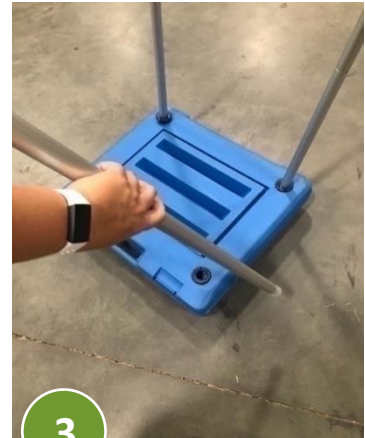
3

Fold and lock the cover to begin removing the legs.

4

Breakdown the legs on the voting booth.

5

Open the lid and store the legs in the top of the booth.

6

Close the lid and lock the clasps for storage.

CHAPTER 8
EMERGENCY PROCEDURES

BOE EARLY VOTING CONTACT: 919-560-0700

EMERGENCY DOCUMENT

RULE NUMBER 1: PERSONAL SAFETY IS THE TOP PRIORITY.

- **Contact the BoE office** to inform us of the emergency and for further guidance.
- Once the emergency response is complete, document the situation in an **Incident Report.**

If the situation is time-critical enough that there is not time to first contact the office (example: fire alarm): The Site Coordinator should initiate immediate action. Contact the office as soon as possible once personal safety is ensured to communicate the emergency and receive further guidance.

IF EVACUATION IS NECESSARY

Evacuate all voters, observers, and non-personnel first.

If possible (but **not** at the expense of physical safety) retrieve the following **sensitive materials** (as the situation allows):

- Roll out the DS200 Tabulator and Ballot Box
- Signed One-Stop Applications
- All voted ballots contained in polybags
- Completed provisional ballot applications in envelopes in red polybag(s)
- Other completed/signed original election documents
  (e.g. registration updates, incident reports, timesheets, etc.)
- Unvoted ballots in Brown Boxes

CALL 911 IMMEDIATELY IN THE EVENT OF A LIFE-THREATENING SITUATION!

To contact the Board of Elections office: 919-560-0700

EMERGENCY ACTION PHASES

If situation requires immediate action (e.g. fire alarm) contact the BoE as soon as possible after taking initial action.

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        ┌─────────────────────────┐
        │       PREPARATION       │
        └─────────────────────────┘
                    ▼
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        │          EVENT          │
        └─────────────────────────┘
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│ EVACUATE │  │ SHELTER-IN-PLACE │  │ OTHER ACTION │
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        │      authorities)       │
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        │ ASSESS SAFETY AND       │
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        │ ALL CLEAR/INCIDENT      │
        │       REPORT            │
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TOOLKIT FOR EMERGENCIES & UNFORESEEN EVENTS

Your county-issued iPhone: Watch for text messages and alerts from the Board of Elections. Remember you can use FaceTime to "video chat" with other iPhones and has a camera that can document certain situations.

Emergency check-in instructions: This will allow voters to continue to be able to be checked in and voting to continue in the event that printers and/or power is not available.

Provisional voting option: See backup provisional instructions.

POWER OUTAGES AT VOTING SITES

The power going out does not necessarily mean that voting must cease! Remember that much of our equipment has battery backup power and there are procedures to go to a paper-based system.

LIGHTING

Determine whether lighting is sufficient to safely continue voting in current Voting Enclosure.
If not, check with the Board of Elections for guidance.
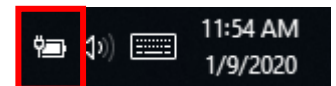
TABULATOR/BALLOT BOX

The tabulator has limited battery backup. If the tabulator is not working, ballots can go in the emergency slot in the front of the ballot box under the tabulator.

Emergency Bin

LAPTOPS

Unplug them and run on battery backup. Set the laptops to power-saving mode to extend battery life.

Lenovo ThinkPad laptops:

- Click on battery icon in the lower right-hand corner of the screen.
- In the "Power manager" window that appears, there will be a horizontal scale labeled "Best performance" on one end and "Best battery life" on the other end. Drag the curser all the way to the "Best battery life" end of that scale and then click "OK."
- If printers and/or laptops are not available due to power outage, use your emergency paper backup supplies located in the Blue Emergency Tote (Instructions, Emergency One-Stop Application forms, etc.) to continue with voting. This tote will be delivered by the Board of Election in the event of an emergency.
- A generator may be brought out as a power source for printers, lighting, etc.